



Mount Tamalpais College  
Grants Officer, Job Description  
Full time (1 FTE), salary and benefits  
San Rafael, CA

We are seeking a strategic, results-driven development professional with a track-record of success in cultivating relationships with corporate, foundation, and government partners who is excited about supporting the fundraising capacity of a well-established college as it grows rapidly.

#### About Mount Tamalpais College

Mount Tamalpais College is the first accredited liberal arts college designed specifically for the incarcerated population. Since its founding in 1996, the College (formerly known as the Prison University Project) has provided an intellectually rigorous Associate of Arts degree and college preparatory program, free of charge, to over 350 people incarcerated at San Quentin State Prison in the California Bay Area each semester. We are deeply committed to a challenging humanities-based curriculum that cultivates strong critical thinking and communication skills, and co-curricular activities that build meaningful connections with the outside world. We also maintain significant ties to a growing body of former students who have been released from prison, supporting their academic and professional development, and social and professional networks.

#### Position Description

Reporting to the Development and Communications Director, and as a member of a 5-person Development and Communications team, the Grants Officer will oversee the institutional giving program — identifying and articulating Mount Tamalpais College's goals and objectives and translating those into fundraising opportunities. The Grants Officer will raise roughly 65% of our organizational budget through gifts from foundations and corporations, stewarding grants from \$5,000-\$5,000,000. This position holds responsibility for all stages of the grants pipeline — including actively researching and identifying prospects, writing narrative, building relationships with foundation contacts, forming overall strategy for each institutional relationship and approach, and determining annual institutional fundraising goals. The role is 60% writing, 15% prospect research, 15% relationship building, and 10% project management

and administrative tasks, including managing the calendars, pipeline, and data related to grants activities, program deliverables, and fiscal responsibilities of each grant.

### Responsibilities

- Co-design, implement and manage a comprehensive institutional fundraising plan to meet goals
- Write, prepare, and submit formal fundraising letters of intent and proposals to institutional prospects and bring proposals to successful closure
- Working in partnership with the Development and Communications Director, the Program Team, and the President, write narrative for an array of purposes in support of the organization's strategic plan and goals
- Both independently and in collaboration with the Director of Development and Communications, identify, cultivate and solicit new foundation support
- Develop strategies and timelines for the stewardship cycle of new and existing corporations and foundations
- Monitor progress towards fundraising goals; intervene to adjust strategies or implement new strategies as needed
- Liaise with the Program Team for timely and accurate grant reporting
- Work with finance team and other staff to develop and monitor budgets
- Regularly monitor philanthropic news sources and overall landscape for new prospects, funding trends, and opportunities
- Maintain flawless data in Salesforce
- Supervise the Development Associate in supporting grants administration

### Qualifications, Education, Skills & Abilities

- Passion for Mount Tamalpais College's mission
- Bachelors' degree and a minimum of 7 years of progressively responsible experience in the advancement field, especially in grants
- Superior written communication skills
- Ability to think strategically, anticipate complexities, and plan or adjust accordingly, while communicating effectively with team and any stakeholders
- Excellent judgment and creative problem solving skills
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both the Development team and the Mount Tamalpais College staff culture as a whole
- Demonstrated operational leadership skills, including ability to develop, implement, and realize goals and objectives
- Experience with Salesforce preferred
- Established relationships with foundation program officers and/or higher education funders a plus
- CFRE, AFP, or other extended learning and/or fundraising certifications preferred

## Compensation and Benefits

The salary range for this position is \$90,000-\$110,000, DOE. Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

## How to apply

Please submit your cover letter and resume to [hring@mttamcollege.org](mailto:hring@mttamcollege.org) with "Grant Officer" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

## Statement of non-discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.