

Partnership for Innovation in Education (PIE), Cincinnati, OH

Development / Grant Writing Specialist (part time)

Mission: An education media nonprofit corporation that facilitates academic achievement, workforce readiness and economic development.

PIE is responsible for the development of engaging educational content available electronically on our multi-media website. The organization also provides oversight for quarterly Forums discussing issues affecting schools across the world.

Our current Financial Literacy program has gained interest, requiring funding to grow locally and nationally. We are working with Jr. Achievement USA and Harvard Business School to create a financial literacy curriculum beta tested in several leading Cincinnati schools. If successful, we will sell this curriculum as a "StudentMBA" program with a newly created iPhone "app" that teaches financial literacy.

We are searching for a Development / Grant Writing Specialist to help us engage the appropriate funding stakeholders to help provide assistance in creating, implementing, testing and launching the program nationally.

Position responsibilities:

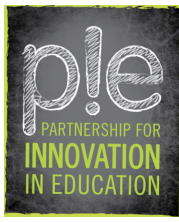
- Identify and development relationships with local and national foundations.
 - Arrange contact meetings with foundation representatives
- Research prospective foundation funders, and individual donors.
- Edit, and write customized proposals
- Manage all foundation relations including: proper reporting, follow-up, tracking measurables, etc.
- Identify and follow-up on opportunities drawn from quarterly Forum events.

Desired experience:

- At least 3 years of development work, with emphasis in proposals writing and foundation relations
- Proven grant proposal writing experience
- Experience in education-related funding/interests preferred
- Knowledge of local foundations, and local and national education funding opportunities.

Skills:

- Ability to prioritize responsibilities and meet deadlines
- Informative and persuasive writing style
- Comfortable making contact with representatives from leading community organizations.
- Exceptional follow-through, and organizational skills



Partnership for Innovation in Education

P.O.Box 8722
Cincinnati, OH 45208

info@piemedia.org **(Email)**
513.871.9569 **(Phone)**

This position is the perfect opportunity for someone who would like to expand his/her professional portfolio. Initial goals will focus on contact generation, and proposal writing for our Financial Literacy program (Estimated 40+ hours per month).

Please submit cover letter, resume, and 2 writing samples (1 must be a grant proposal) by

December 12, 2011 to:

Mary Welsh Schlueter, 2538 Grandin Road, Cincinnati OH 45208 or via email: mary@piemedia.org

We are looking to fill this position soon with a qualified candidate who is passionate about education.

Website / other information: www.piemedia.org