



Job Opportunity

Title: Grants Specialist

Department: Development

Location: Westwood, MA (Hybrid)

Hale Education is seeking an organized, detail-oriented, and process-driven Grants Specialist to manage and optimize institutional giving and backend fundraising operations. Working within a collaborative development team, this role is critical to sustaining and expanding Hale's mission-driven programs.

Summary

The Grants Specialist is responsible for managing the institutional giving pipeline, translating program metrics into compelling narratives, and ensuring absolute compliance with all application and reporting deadlines. While the Development Director leads external relationship cultivation and strategy, the Grants Specialist acts as the operational engine—driving database integrity, managing proposal workflows, and providing actionable funder intelligence. This is an ideal position for a professional who excels at both precise, data-backed writing and meticulous workflow management.

Responsibilities

1. Grant Writing, Reporting & Proposal Management

- **Drafting & Editing:** Author high-quality, compliant grant proposals, Letters of Inquiry (LOIs), and mid/end-of-year reports that accurately reflect Hale's programs and strategic goals.
- **Cross-Departmental Data Collection:** Partner with program staff to gather qualitative stories and quantitative metrics required for robust submissions and compliance tracking.
- **Collateral Management:** Own the updates, formatting, and assembly of all required supplementary materials (e.g., project budgets, board lists, audited financials, and 501(c)(3) documentation).
- **Portal Submission:** Oversee the submission process across varied foundation and corporate portals, maintaining absolute accuracy regarding technical constraints, formatting guidelines, and character limits.

2. Pipeline Architecture & CRM Management

- **Database Ownership:** Act as the primary manager of the institutional giving pipeline within Hale's CRM/database, ensuring timely record updates for prospects, pending proposals, and historical giving.
- **Prospect Research & Vetting:** Conduct initial desk research on prospective foundation and corporate partners. Filter leads against internal alignment criteria to prepare "Go/No-Go" briefs for the Development Director.

3. Compliance, Calendaring & Executive Briefing

- **Master Calendar Management:** Maintain the master grants and sponsorships calendar. Proactively build realistic project timelines and flag milestones to guarantee thorough internal draft reviews.
- **Funder Intelligence:** Produce concise, strategic briefing sheets for the Development Director prior to funder meetings, summarizing historical engagement, foundation priorities, and active requests.
- **Other duties as assigned.**

Qualifications

Education: Bachelor's degree in communications, English, Non-Profit Management, Business, or a related field (or equivalent combination of education and experience).

Experience: 2–5 years of progressive experience in grant writing, fundraising operations, non-profit administration, or technical/persuasive writing. A proven track record of meeting strict deadlines and managing detailed data workflows is required.

Skills:

- **Systems & Data Literacy:** Strong proficiency in CRM/database environments (e.g., Salesforce, Raiser's Edge, HubSpot, Little Green Light) and an unwavering commitment to data integrity. Advanced proficiency in spreadsheet management (Excel or Google Sheets) is essential.
- **Communication Style:** Exceptional written and verbal communication skills. Ability to weave programmatic data and narrative storytelling into precise, compelling institutional copy.
- **Project Management:** Superior organizational skills with the ability to balance multiple competing project timelines independently without sacrificing quality.
- **Mission Alignment & Team Fit:** High emotional intelligence and adaptability; comfortable executing tasks independently while collaborating seamlessly within a close-knit, passionate team environment dedicated to Hale's community and environment.

Compensation and Benefits

This is a full-time, exempt, year-round position with a starting salary range of \$55,000 to \$72,000.

Hale's year-round employees are eligible for a robust benefits package that includes medical and dental insurance, annual cost-of-living increases, a 403(b) retirement plan with employer matching, employer-sponsored short- and long-term disability benefits, life insurance, and an employee assistance program. Our competitive PTO plan includes federal holidays, sick time, vacation time, personal time, and an end-of-year "resiliency break" (our offices close from Christmas through New Year's Day). Other perks include discounts and tuition remission on programs and convenient access to 1,200 acres of forests, ponds, and meadows.

This position's primary work location is Hale's main campus at 80 Carby Street in Westwood. During the first 90 days of employment, the employee will be required to work fully on site (five days per week) as they onboard. Upon successful completion of this probationary period, a hybrid work schedule may be arranged, if desired.

To apply, email a resume and cover letter to Jocelyn Bergeron, Director Development, at jbergeron@hale.education

A long-form job description that further defines essential duties – including physical demands, work environment characteristics, and employee expectations – is available upon request and will be provided to candidates who are invited to interview in person. Hale Education, Inc. is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations as applicable.