



Board Agenda Item #	IV G Action Item
Date:	December 15, 2019
To:	MPS - Board of Directors
From:	Erdinc Acar, Chief Academic Officer
Staff Lead:	Ismael Soto, Director of Development & Communications
RE:	Recommend approval of new Grants Intern position

PROPOSED BOARD MOTION

I move that the board recommend approval of the new Grants Intern position to support the development work at the Magnolia Public Schools home office.

INTRODUCION

In 2019, under the new leadership of Alfredo Rubalcava-CEO & Superintendent, Magnolia Public Schools prioritized development work as key to its long-term success and sustainability. Ismael Soto – Director of Development and Communications built the infrastructure for the newly formed development and communications department at Magnolia with the creation of the Grants Management online Google portal. The portal aids in the management of all MPS development efforts including but not limited to:

1. Narrative
 - a. Organization description, Problem statement, Goals/Objectives, Target Populations, Challenges, Background and Experience, Intervention and Strategies, and Case for support
2. Permanent Folder
 - a. 501(C) 3, IRA Information, Business Plan, Staff biography's, etc.
3. Financials
 - a. Audited financials, Org 990, Operating budget, S&P Global Ratings, etc.
4. Grant Tracking
 - a. Google work folder that tracks:

- i. In progress grants, Reporting schedules, Directory of Foundations, Historical data

He is primarily responsible for developing and rolling out effective and efficient programs that identify, cultivate, track and solicit prospective government, and private and family foundation sources for gifts to fund the organization's identified priorities. It also includes boilerplate information including financials, narrative and permanent folder which contains items such as the Magnolia business plan and IRS tax information. With Ismael now a member of the academic team, he is now able to get first-hand information to inform grant focus areas. In addition, Ismael works closely with Erdinc Acar-Chief Academic Officer with one-on-one meetings to determine development and communications priorities. To date, we have successfully submitted The Joseph Drown Foundation grant in October for their December 2019 board meeting with a \$100K request for general operations, five separate Project Lead the Way, and one private foundation grant to be submitted prior to December 20 with an ask of \$100K in general support funding.

The Challenge:

The Development and Communications Department currently only consist of Ismael Soto – Director of Development and Communications and an outside contractor JMP Grants Consulting once grants have been identified. Unfortunately, his capacity limits the amount of time he is able to dedicate to prospecting, donor relations, and grant writing due to the enormous amount lower level work that is required. This includes, data gathering, research, and analysis.

Much of the work leading up to those grants including reporting is very time consuming and thus an intern would build capacity to address that gap. Also, as we look downstream, any intern coming on board could be a potential hire in the near future. Lastly, the intern would not replace the consultant, he/she would build capacity.

BACKGROUND

The Grants internship is intended for qualified applicants seeking hands-on experience in development and grant writing —especially related to nonprofits. Ideal candidates will have excellent written and verbal communication skills, a charismatic personality and self-starting attitude, and a strong interest and background in nonprofit work.

The Grant Writing intern will report to and work closely with and the Director of Development and Communications to build, maintain and further established grant and donor relations, and research and cultivate new relations. Additionally, the Director will also act as a mentor to help the professional growth of the intern.

Qualifications

- Excellent written and verbal communication skills required
- Excellent research abilities and meticulous attention to detail
- Previous experience with nonprofit fundraising (not required but preferred)
- An ability to commit to a minimum of 4 hours per week through June 2020
- A self-starting attitude and ability to maintain deadlines, multi-task, and work efficiently in a fast-paced environment without close supervision
- Strong ability to work both independently and collaboratively
- Computer literacy, especially with the Google drive platform and Microsoft Office Suite

Education

Current (Junior or Senior level) college student or completed an undergraduate degree in a relevant field (i.e. English, Communication, etc.)

BUDGET IMPLICATIONS

*** CFO reviewed and approved***

Funding for the grant intern position has been identified in the Academic department budget. If approved, a budget transfer will be made of \$4,000 from Object code 4340 Educational Software to 2900 Other Classified Staff for this position.

- 15.00 per hour
- Apx. 4 hours a week

EXHIBITS (attachments):

1. None