



Senior Director of Grants and Communications

About Communities In Schools of Virginia

Communities In Schools (CIS) of Virginia supports a growing network of affiliate offices across the Commonwealth, helping students stay in school and achieve in life through the proven CIS model of Integrated Student Supports. The state office provides strategic leadership, technical assistance, and resource development to sustain and grow high-quality programs that meet evolving community needs.

The CIS of Virginia (CIS-VA) office is a small, but high energy organization supporting 6 independent affiliates and one emerging affiliate across Virginia in adherence to guidelines developed by the CIS national office. Our role is to drive statewide growth and help ensure local affiliates have the tools and capacity to provide and sustain strong student services in their local communities.

About the Role

The Senior Director of Grants and Communications is a seasoned professional who ensures Communities In Schools of Virginia (CIS-VA) has the resources and visibility to advance its mission. This role oversees both grants management and organizational communications, serving as a bridge between data-driven fundraising and compelling storytelling to amplify the organization's statewide impact.

As a member of the Advancement leadership team, the Senior Director will identify, pursue and report on corporate and foundation grant funding, while partnering closely with program leaders to translate impact into both persuasive proposals and inspiring public messaging. This position is ideal for a detail-oriented strategist who can balance grant deadlines and high-level brand positioning, while ensuring the advancement function runs smoothly in support of transformational growth.

Key Responsibilities

Grants Strategy & Management

- Lead the full grants lifecycle, including research, proposal development, reporting, and stewardship.
- Manage and grow a portfolio of foundation, corporate, and government funders, ensuring alignment with organizational priorities.
- Collaborate with program and finance staff to develop budgets and gather data that demonstrate CIS-VA's impact.
- Maintain a robust grants calendar to ensure timely submission and reporting.
- Contribute to statewide fundraising initiatives by identifying and coordinating grant opportunities that benefit CIS-VA and its affiliates.

Communications Leadership

- Shape and steward CIS-VA's communications strategy to strengthen visibility, brand identity, and donor engagement.
- Manage content development for digital platforms, newsletters, print materials, and fundraising campaigns.
- Work with affiliates and external sources to produce high-quality storytelling, design, and media engagement.
- Partner with program leaders to elevate stories from schools and communities that highlight impact.
- Ensure consistency of messaging across all platforms, aligned with CIS-VA's statewide advancement strategy.
- Serve as an advisor and editor on all public-facing communications, ensuring accuracy, tone, and alignment with organizational priorities.
- Manage media outreach and build relationships with press and external communications partners.
- Provide training and tools for staff to effectively share CIS-VA's story.

Organizational Impact

- Collaborate with the Vice President of Advancement and leadership team to integrate grants and communications strategies into broader advancement goals.
- Represent CIS-VA at meetings with funders, partners, and affiliates as the subject matter expert on grants and messaging.

Qualifications

- 5-7+ years of professional experience in grants management and/or strategic communications, preferably in the nonprofit or education sector.
- Demonstrated success securing and managing six- and seven-figure grants.
- Strong understanding of public and private grant management processes.
- Outstanding writing and editing skills with the ability to tailor messages for funders, donors, and public audiences.
- Strong understanding of nonprofit communications, branding, and media relations.
- Ability to serve as a strong public representative of the CIS network.
- Experience juggling multiple priorities in a fast-paced environment.
- Commitment to CIS's mission of removing barriers to student success and ensuring access to opportunity for every learner.

Preferred

- Advanced degree in education, public administration, nonprofit management, or related field.
- Experience with government grants and statewide policy engagement.

Compensation & Benefits

- Salary Range: Competitive, commensurate with experience.
- Benefits: Comprehensive package including health insurance, retirement plan, paid time off, and professional development.

How to Apply

Submit a resume and cover letter addressed to Dr. Mark Emblidge, President, to layner@cisofva.org by January 30. Position will remain open until filled.

Not sure you meet every single qualification? We understand that no career follows a straight line. If you bring strong leadership experience, strategic vision, knowledge about public education and/or youth services and a deep commitment to our mission, we encourage you to apply—even if your background doesn't align perfectly with every responsibility listed. We value diverse perspectives and believe the right candidate is more than a checklist.

Job Type: Full-time

Benefits:

- 403(b)
- 403(b) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: Hybrid remote in Richmond, VA 23220

CIS of Virginia is an equal opportunity employer, committed to building a diverse and inclusive workplace.