

# The Little Bit Foundation

## Open Positions Summaries 8/21/23

SAFE (Student Advocate and Family Engagement) Manager	Responsible for the implementation of case management services at schools located in the Saint Louis Public Schools. Working in partnership with a counseling partner for referred families, case management of the family, creating and implementing a detailed care plan for each family on case load are the day to day duties.
Operations Manager	Responsible for managing systems that allow Little Bit to deliver solutions to students. This role also is responsible for internal safety and IT support. As a member of the safety committee, this role will ensure safety and training of the volunteers in the warehouse.
Grants Writer/Manager	Responsible for researching grant makers, funders, and resources appropriate to the funding needs of the programs and services of TLBF; initiating dialogue with and introducing the mission of The Little Bit Foundation to potential funders; creating grant proposals, budgets, and reports; managing grant awards and outcomes internally among departments within The Little Bit Foundation, as well as externally with funders' expectations and deadlines.