



About E4 Youth

E4 Youth uses the arts, sciences, and technology to help youth find and pursue pathways to successful careers in the creative economy through hands-on-training, active mentorship, and exposure to real world opportunities. E4 Youth currently serves 100 high school age youth at six local high schools in Austin and through its Creative Leadership Academy, it provides professional level training and employment opportunities for dozens of college age youth of color as well as curriculum and professional development for educators that serve youth of color of all ages.

Development and Operations Manager:

The Development and Operations Manager (DOM) is a part time position that reports directly to the Executive Director. The BDOM will support the Executive Director in identifying, recruiting, and stewarding corporate and foundation partnerships within creative and technology industries. The DOM will be responsible for identifying and researching potential partnership and grant opportunities, writing and coordinating the proposal process; and maintaining a database of these stakeholders. The DOM will also work with the Executive Staff, Secretary/Treasurer and bookkeeper to perform administrative duties including coordinating staff timesheets and payroll.

The Development and Operations Manager duties will include, but are not limited to:

- Write high-quality grant and partner proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with the Executive Director to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develops and maintains a proposal and report calendar
- Manage any performance reporting and/or proof of execution required by grantors
- Coordinate and follow-up on the progress of submitted proposals
- Helps lead development of an annual grants and partnership strategy
- Conduct prospect research to identify, cultivate and solicit new grants/partnerships
- Perform other related duties as assigned

Experience/Qualifications:

- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- A minimum of 2 years of experience in research and grant writing; nonprofit experience a plus
- Bachelor's Degree preferred
- Demonstrated ability to write successful business development and grant proposals
- Knowledge of Greater Austin area foundations and corporations
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to communicate effectively
- High proficiency in all areas of Google Docs and Microsoft Office Suite

Hours and Compensation

The DOM will work from home 20-25 hours per week Monday through Friday and will be paid hourly at a competitive rate commensurate with experience.

To Apply

Please email your resume and a cover letter explaining why you are a good fit for this role to carl@e4youth.org