



Foundation Relations Manager

FLSA Classification

Exempt

Salary/ Compensation

\$65,000 - commensurate with experience

Reports to

Co-Executive Director of Communications and Development

Anticipated Start Date

May 1, 2023

Summary

Youth Rise Texas is an Austin, Texas-based nonprofit organization working to create a leadership development pipeline that will put youth at the forefront of healing our communities and winning demands safeguarding or realizing rights. We seek a full-time Foundation Relations Manager to expand our grant acquisition capacity by strengthening and developing our relationship with philanthropy locally and nationally and with funders invested in our core issues. The ideal candidate for this position loves working with a team to elevate the vision and work of a mission-driven organization, boldly and creatively pursues relationships and opportunities, is able to integrate and reconcile ideas to produce the most strategic and successful outcomes, and can manage complex projects in the moment while maintaining an eye toward the future. Eligible candidates are not required to be based in Austin, TX.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Co-develop annual grant-based funding strategy with the Directors Team, including assessing programmatic needs and grant opportunities
- Analyze the organizational history of grant-based fundraising, identifying strengths, room for growth, and priority areas
- Monthly reporting on progress toward goals
- Manage the lifecycle of grants, including:
 - Pre-submission research
 - Write and submit Letters of Inquiry, proposals, and requests for funding

- Write and submit grant reports
- Track submissions, pending requests, declines, and awards
- Track restricted funds and advise Bookkeeper on appropriate allocations
- Establish and maintain a schedule of foundation officer communications
- Research new-to-us foundations and grant opportunities and assess “fit” for YRTX programmatic goals, with a focus on foundations that fund youth organizing, healing justice, healing schools, immigration, and voter engagement
- Manage the organization’s participation in funding collaboratives, coalitions, and partnerships
- Schedule and prepare Director and Program staff for foundation officer meetings
- Collaborate across the organization on the creation of organizational collateral for a funder audience
- Maintain accurate and up-to-date records of all foundation communication and interactions
- Serve as the first point of contact for all foundation communication
- Stay abreast of trends and current events in foundation giving
- Establish annual grant revenue projections and contribute to the annual budget development process

Required Education, Experience, and Competencies

All Youth Rise Texas employees are required to have the following:

- A belief in the power of youth
- A successful history of working with collaborative teams
- Enthusiasm and openness to participate in staff-wide political education
- Enthusiasm and openness to participate in YRTX’s model of youth leadership and engagement
- Ability to manage transitions with humor and determination

This role requires:

- No minimum educational requirement
- 3-5 years of aligned professional experience
- work history applying for and earning grants in the range of \$20-\$200k
- Evidence of successful planning and project management
- Superior written and verbal communication skills
- Strong research and analysis skills
- Excellent personal organization
- Ability to multi-task while being attentive to details
- Experience with budgeting
- Existing foundation officer relationships

Additional Education, Experience and Competencies (not required)

- Experience in Community/Youth Organization, Youth Development, Healing Justice, Cultural Strategy work
- Knowledge/experience with Asana, BetterUnite or other task/grant management tools
- Familiarity with Texas philanthropic foundations + landscape
- Familiarity with national social justice foundations + landscape
- Relationships with individuals working within either of the above to make introductions

- Expertise in grant research (990s, foundation center database, etc)
- Demonstrated + verifiable success (have successfully earned at least \$1M in funding for work they've pitched)

Supervisory Responsibilities

No other position reports to the Foundation Relations Manager at this time.

Because of the nature of Youth Rise Texas' leadership and developmental management model, all staff engage in projects that require upward, horizontal, and downward personnel and project management as appropriate.

Work environment

YRTX is a small, intergenerational staff (> 20) that includes teens, young adults, and those with long careers in non-profit and social justice work. We intentionally build community, relate and attend to each other as co-workers and individuals, and make space for everyone's continued learning, growth, and personal and professional development.

Our physical business offices are located in Austin, TX. During the COVID period, all staff have the option to work from home part- or full-time, and we limit the number of staff who can be in the office at any given time.

Some travel for donor-related events and convening is required.

Physical Demands

None

Affirmative Action/EEO Statement

It is the policy of Youth Rise Texas to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

How to apply

Please send a cover letter, resume, and two writing samples to jobs@youthrisetx.org with the subject line 'Foundation Relations Manager.' One writing sample should be a sample LOI of no more than two pages, and the other should be a full grant application or an excerpt from a full application of no more than four pages. Sensitive identifying information about the project and funder should be redacted from the sample documents as appropriate to respect other clients' confidentiality. Please do not call or email to inquire about the status of your application. This application will remain open until the position is filled.