

Development and Research Specialist Position Description

Who are we?

[CareerWise Colorado](#) creates life-changing opportunities for the youngest generation of America's workforce by building an industry-led, student-centered modern youth apprenticeship system. Modern youth apprenticeship melds classroom and on-the-job learning into flexible, alternative pathways to economic mobility. Today, there are hundreds of CareerWise apprentices in the workplace, charting new paths to academic and career success. In addition, workforce and education leaders from across the country have visited CareerWise to learn about our youth apprenticeship model. As a result, CareerWise programs have launched in multiple states, leveraging CareerWise's technology, infrastructure and institutional knowledge.

About the role and team:

- The Development and Research Specialist will play a key role in growing CareerWise's resources and telling its story to a national audience of funders, thought leaders and practitioners.
- The Specialist will become the third member of the Development and Research team, which supports both CareerWise's Colorado program and the expansion of CareerWise youth apprenticeship nationally. The team is responsible for interconnected workstreams: raising capital, advancing relationships with funders, and building an evidence base about program impact and influence through the implementation of a learning agenda.
- The Specialist will initially focus on operations support; as their exposure to and knowledge of CareerWise programs and audiences grows, they will broaden their scope to include reporting, proposal writing and other communications content creation.
- The role will report to Mandana Nakhai, Development and Research Manager. The team is led by Hollis Salway, Senior Director of Development and Research.
- The role is based in Denver. Until January 2022, staff may work remotely or in the office. Starting in 2022, our team will be onsite a minimum of two days per week.

Key responsibilities are likely to include (but may not be limited to):

Development and Research Operations:

- Build and maintain a Salesforce fundraising pipeline that forecasts funding needs, tracks secured funding and reflects funder reporting deadlines and requirements
- Conduct research on prospective federal, state, workforce development and education funders and track funding opportunities
- Collaborate with other grants and contracts management staff to advance federal funding reporting and compliance processes and practices
- Coordinate the creation of new funding proposals with internal and national CareerWise community staff
- Collaborate with Development and Research and Marketing teams to co-create a digital funder cultivation strategy
- Maintain internal documentation and storage of CareerWise knowledge products
- Provide coordination support for cross-community initiatives, such as conferences, seminars and/or research projects

Content Development:

- Systematically gather programmatic learnings, achievements and challenges and translate them into written funder reports according to their individual requirements



- Develop written content for a variety of types of funding proposals
- Champion a creative, proactive problem-solving lens in the work of fundraising and program evidence building across CareerWise

What will you bring to this role?

- Excellent professional writing skills
- Comfort with drawing conclusions from data and expressing insights in clear language
- Project management skills to define requirements, solicit cross-department buy-in and participation, plan work flows and execute deliverables on time
- Attention to detail as it relates to funding proposal and reporting rules and requirements
- Knowledge of and/or experience with using a CRM (CareerWise uses Salesforce) to manage a fundraising or sales pipeline and/or build a marketing journey a plus
- Growth mindset and motivation to learn about the themes and issues relating to youth apprenticeship
- Willingness to grapple with complex, challenging problems with a team that leverages humor, collaboration and connection to achieve its goals
- Diverse lived experiences and ability to honor and appreciate those of others
- Demonstrated appetite to engage in the work of anti-racism rooted in strong personal qualities of self-awareness, empathy and inclusiveness
- Demonstrated passion for the CareerWise mission

Compensation & Benefits: Salary range for the role is \$48-60K. Title and salary will be commensurate with skill level and applicable experience. We offer a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k Plan with a 3% employer contribution, and Flexible Time Off to name a few!

Sound interesting?

Send resume, cover letter, salary requirements, and LinkedIn profile to:

Mandana Nakhai at mandana.nakhai@careerwiseusa.org. We look forward to hearing from you!

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply. If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org. CareerWise is an Equal Opportunity Employer.