

## Job Description

### Development Manager

#### Who We Are:

CareerWise is a nationally-recognized nonprofit organization that creates life-changing opportunities for the youngest generation of America's workforce. We build industry-led, student-centered, modern youth apprenticeships through classroom and on-the-job learning providing flexible, alternative pathways to economic mobility. We have 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, our programs have launched in multiple states, leveraging our institutional knowledge, technology, and infrastructure.

#### Who We're Looking For:

CareerWise has affiliates in a number of cities across the country and we need a Development Manager who will support the development team by assisting with identification, application, and reporting for various grant opportunities. Diversity, Equity, and Inclusion are core to who you are and you are intentional about embodying these values daily and embedding them in your work. We have an awesome team of smart, fun people who roll up our sleeves and get stuff done! You thrive in a high energy, dynamic team like ours. And we mean TEAM. We collaborate, engage in healthy debate, pivot quickly based on real-time learning, and jump in wherever our skills are needed.

#### Job Summary

Reporting to the Director of Development, the Development Manager will use their comprehensive knowledge of CareerWise programs, initiatives, and success stories to help research, identify, and apply for funding. Sources will include philanthropic organizations, state agencies, and federal programs that align with what we are trying to build in the youth apprenticeship space.

#### What You'll Be Doing:

- **GRANT APPLICATIONS** | You will help author clear, concise, and compelling grant proposals that align with the strategic goals of CareerWise and meet funding requirements. You will be responsible for on-time submissions while adhering to the specific guidelines and requirements of each grant.
- **GRANT REPORTING AND UPKEEP** | You will track and report on required outputs for assigned grants, including narrative responses, financial reporting and programmatic updates. For federal and state grants you will ensure thorough sub-grantee evaluation and review to ensure compliance.
- **FUNDER IDENTIFICATION** | You will research and identify grant opportunities for which CareerWise could be positioned as a frontrunner to receive grants or other funding. You will develop and maintain strong relationships with key funders, stakeholders, program officers, and community partners.
- **INTERNAL COLLABORATION** | You will be part of the Finance and Development team where you will develop accurate budgets and financial reports for grant applications and proposals. You will collaborate with internal teams to collect information and data required for grant reporting.
- **PROCESS OVERSIGHT** | You will be responsible for tracking the progress of grant applications and providing regular updates to the leadership team. You will be responsible for staying updated on funding regulations/requirements as well as industry trends and best practices.
- May perform other duties as assigned

#### Key competencies to be successful in this role:

- Research and analytical skills to identify funding sources
- Meticulous attention to detail



- Strong ability to understand the audience, craft a narrative and deliver a polished and compelling written or verbal presentation
- Proven track record of delivering polished and quality work while adhering to multiple deadlines
- Demonstrates a commitment to the principles of DEI (Diversity, Equity, and Inclusion)
- Lives out the CareerWise values and has a passion for the CareerWise mission and vision

**Additional proficiencies:**

- Deep experience and understanding of the CareerWise Youth Apprenticeship Program
- Familiarity with the education and/or workforce development sector
- Experience using a similar grant management software and databases (**preferably** Salesforce)
- Excellent communicator (written and verbal) with the ability to effectively convey complex ideas and concepts
- Experience using Microsoft Office and Google Suite and project management software
- Experience and comfort working independently in a fast-paced, rapidly changing environment
- Ability to understand and interpret the multiple complexities of the evolving youth apprenticeship movement

*The above statements are intended to describe the essential functions of the job being performed by employees assigned to this classification. The duties listed are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. With the evolution of the organization and this role, the responsibilities of this position may change at any time.*

**Location:**

This role is based in Denver, Colorado. CareerWise staff typically work a hybrid work schedule with varying days in the office and other days remote. Remote work is not guaranteed and the schedule must be approved by the supervisor. There may be occasions (possibly 1-3 times per year) for staff to gather together in person. Exceptions will be made for special circumstances.

**Compensation:**

The starting salary range for this role is: \$66,306 (min) - \$95,481 (max) annually and this role is not covered by the minimum wage and overtime provisions of the FLSA. CareerWise offers 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.

**How to apply:**

To be considered for this role, email **Kate Beach** ([Kathryn.beach@careerwiseusa.org](mailto:Kathryn.beach@careerwiseusa.org)) a copy of your resume by the COB **Wednesday, January 24, 2024**. If you are an internal CareerWise staff member and have interest in this role, please provide your resume and also submit the [CW Internal Transfer Form](#).

**Working conditions and physical requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Usual office environment with frequent sitting, walking and standing. Frequent use of eye, hand, and finger coordination for use of standard office equipment. Oral and auditory capacity required for interpersonal communication as well as communication through automated devices such as the telephone and online video conference platforms (like Google, Zoom, MS Teams, Webex, etc.)

*We are an Equal Opportunity Employer that values diversity at all levels. All individuals are encouraged to apply. If you need assistance or accommodation due to a disability, you may contact us at:*

[careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org)



Title: <b>Development Manager</b>	FLSA Status: <b>Exempt</b>
Reports to: <b>Development Director</b>	Pay Band: <b>3a/3b</b>

