



Foundation and Corporate Relations Manager

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Summary

Out Youth serves Central Texas LGBTQIA+ youth and young adults with programs and services to provide a safe space for community members to come together, receive support, and make friends who understand who they are.

As a growing team, Out Youth is filling a new role: a Foundation and Corporate Relations Manager who is passionate about helping people, loves non-profit work, is an ambitious project manager, and enjoys grant research, writing, and reporting.

The Foundation and Corporate Relations Manager is primarily responsible for assisting the Director of Development in carrying out the implementation of development activities. This position requires fundraising experience, strong organizational and written and verbal communication skills, and an ability to prioritize as well as multitask.

Compensation	\$55,000-\$65,000, commensurate with experience
Position Type	Exempt, Full Time, 40 hours per week
Reports to	Director of Development
Direct Reports	None
Travel	Occasional, 2-4x monthly within Austin
Location	This position is predominantly in our administrative office in North Central Austin, with flexibility to work remote 1-3x per week, workload depending
Benefits	- Medical, dental, and vision insurance base plan paid at 100% - Set holiday schedule with paid spring, summer, fall, and winter breaks - Technology reimbursement

Essential Functions

Grant Research, Writing, and Reporting

- Conduct targeted research to identify new institutional funders and grow the existing pipeline of funders to ensure that OutYouth's maintains a robust, diverse portfolio of private and family foundations, as well as government entities.

- Assist the development director in developing relationships with new prospects that lead to funding requests and build Out Youth's reputation within philanthropic communities.
- Create compelling grant proposals and funding requests in collaboration with program, clinical, and development staff
- Coordinate with relevant staff in order to solicit timely and appropriate input, support documentation, and review of grant proposals prior to submission deadlines.
- Report regularly on all grant activities, and develop strategies to optimize the grants administration process.

Corporate Relations

- Secure cash and in-kind donations from corporations and local businesses through direct solicitation and ongoing stewardship
- Receive intake requests from corporations and small businesses who want to partner with Out Youth through profit sharing, volunteerism, and ERG (employee resource groups) engagement
- Gather media and marketing assets to communicate Out Youth's needs and impact to

Event Coordination and Volunteer Management

- In collaboration with the Development Manager, provide event coordination and volunteer management during fundraising events like the annual gala or during Pride Week (national in June, and Austin in August) when corporations and businesses hope to engage deeply with LGBTQ+ communities
- Attend in-person and virtual engagement opportunities with corporate and local business employees, or coordinate attendance by other Out Youth staff

Skills & Competencies

- Successful track record in solicitation and relationship building of foundations, businesses, individual donors, or clients.
- Strong written and verbal communication skills with excellent interpersonal skills.
- Adaptable and Innovative approach to fundraising.
- Knowledge, experience, and commitment to serving youth and LGBTQIA+ populations.
- Ability to work in a collaborative team environment.
- Excellent written and verbal communication skills.
- Highly organized and motivated; can handle multiple tasks with minimum direction.
- Proficient with technology tools such as the Google Office Suite, Microsoft Office Suite, Candid Foundation Software, etc.
- Commitment to anti-racism efforts.

Minimum Required Education & Experience

- High school diploma or equivalent.
- 2-4 years of non-profit development experience.

Preferred Education & Experience

- Bachelor's or Master's degree from an accredited college or university, especially those with a background in nonprofit management, writing, English, or journalism.
- Experience working with historically disenfranchised communities.
- Experience with grant research, writing, management, and reporting
- Experience recruiting, orienting, and supervising volunteers.

Physical Demands

- Work is performed while standing, sitting and/or walking.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.
- Must have sufficient mobility, speaking ability, and visual and hearing acuity to work with community partners and donors.
- Must be able to quickly respond to requests from volunteers and donors in person with sound judgment.

Additional Eligibility Qualifications

- Must pass a criminal and motor vehicle violations background check.
- Must have a valid driver's license.

Work Authorization Requirements

- Must be legally authorized work in the United States.

Equal Employment Opportunity

Out Youth is committed to providing equal opportunity to all qualified applicants for employment. Out Youth aims to reflect the diversity of the community it serves. No employee or applicant will be discriminated against on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity, gender expression, age, disability, country of origin, documentation, or any other factor protected by state, local, and/or federal laws.

Out Youth is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to jobs@outyouth.org.

Other Duties

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

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