

Job Title: Grant Analyst Fellow - E3 Susan Dawson Fellowship

Organization: E3 Alliance

Application Due Date: August 25, 2025

Fellowship Overview

The E3 Alliance Susan Dawson Fellowship is a 10-week, paid, hands-on, engaging experience for students to gain insights and exposure to career opportunities in nonprofit education data. Specific projects fall under data research, data visualization and storytelling, or data utilization to improve outcomes.

This rigorous and enriching program integrates **projects, education, and mentoring** for students to envision careers within the education nonprofit sector while developing valuable skills and gaining relevant experience.

The Fellowship includes three educational series:

- Nonprofit Leadership: Opportunities to meet and learn from different nonprofit leaders
- How Nonprofits Work: Insights into nonprofit metrics, policy & advocacy, funding, nonprofit boards
- Professional Development: Networking, Storytelling, Presentation Skills

Fellows are assigned a personal mentor who guides them during the fellowship project, explores career aspirations, and provides networking opportunities.

Project Overview

Accurate grant accounting is critical because it ensures that budgets reflect the true cost of fulfilling grant deliverables. Without precise data, there is a risk of underestimating expenses, which can lead to funding shortfalls and jeopardize the completion of project goals. This can damage the organization's credibility with donors and impact future funding opportunities. By maintaining accurate and transparent grant expenditure records tied to deliverables, E3 can develop realistic and reliable budgets for proposals

The Grant Analysis Fellow will focus on two areas:

1. Historical Grant Spending Analysis

Conduct a comprehensive analysis comparing the proposed grant budgets submitted to donors with the actual spending rates and cash flow over the past ten years. The goal is to evaluate how accurately E3 Alliance's budget proposals have aligned with real spending patterns and to determine whether our budgeting accuracy has improved over the last decade.

2. Staff Salary Allocation

Support the enhancement of the staff salary allocation process by developing an Excel-based tool that consolidates salary allocations by grant funding source. This tool will track start and end dates and highlight periods when salaries are funded by non-grant sources. The Grant Analysis Fellow will take the fragmented data that already exists and centralize it into one tool to increase transparency, improve tracking, and streamline financial planning.

At the end of the 10-week fellowship, the Fellow will deliver the following:

- Grant spending analysis report (10 year review)
- Salary Allocation Tracking Tool (Excel based)
- Fund Disbursement & Cash Flow Planning Model

Responsibilities & Compensation

10-week Fellowship

- Complete 200 hours (mentoring, education series, and project work) to receive course credit.
- Complete a data-related project
- Develop and deliver a presentation about the project and fellowship experience
- Work 75% in-person and up to 25% remote
- Fellows receive a \$4,600.00 stipend for their work based on 200 hours.

Qualifications

- Undergraduate or Graduate Student currently enrolled in college or university
- Pursuing an undergraduate or graduate degree in Accounting, Finance, Economics, Business, Nonprofit Management, Statistics, Data Science or a related field.
- Undergraduate students should be enrolled in the latter half of their degree program. (Second year for an associate's degree and junior/senior for a bachelor's degree.)

Required Skills

- Understanding of grant budgeting
- Familiarity with reconciling proposed vs. actual budget expenditures
- Ability to align spending with deliverables and funding schedules
- Advanced Excel skills (e.g., pivot tables, conditional formatting, formulas, lookups, and basic macros)
- Experience building user-friendly Excel tools for financial and operational tracking
- Ability to consolidate and standardize large datasets from multiple sources
- Ability to create clear visuals of financial data (e.g., using Excel charts)
- Experience communicating financial insights to non-financial stakeholders

Additional Preferred Skills & Experience

- Strong research and analytical skills.
- Strong written and oral communication skills.
- Proficient in Microsoft Office Suite (WORD, EXCEL, PowerPoint) and Google Workspace
- Ability to work independently and collaborate effectively with stakeholders.
- Strong interest in data and nonprofit work
- Proactive and positive attitude
- Demonstrated leadership and time management skills

To Apply

- **Application Due Date:** August 25, 2025
- Submit your application here: [Fellowship Application](#)
- You will need to include a resume, cover letter, and short essay (prompt below).

- Be sure to utilize the Career Services Department, Writing Center, or other resources at your school to help prepare and proofread your resume, cover letter, and essay.

Essay Question:

Describe a topic, idea, or concept you find so engaging that it makes you lose track of time. Why does it captivate you? Essay should be no more than 500 words.

About E3 Alliance

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

Core Values: Collaboration | Data-driven | Equity | Learning | Relentless