



Position Description: E3 Alliance Grant Manager

Classification: Professional - Full Time, Exempt

Direct Supervisor: E3 Alliance Senior Director of Development

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.

Our Core Values: Trustworthy | Resolute | Collaborative | Intentional

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2026 designation for the 6th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely or coming into an office, with some in-person meetings required. All staff must live in the greater Austin area.

Position Overview

The Grant Manager is a key member of the Development department and leads E3 Alliance's institutional fundraising strategy, including foundation, corporate, and government grants. This role is responsible for managing the full grant lifecycle—from prospecting and proposal development to award management and reporting—to secure and sustain funding aligned with E3's mission, strategic priorities, and investable plan.

The Grant Manager will partner closely with program, research, finance, and executive leadership to translate complex, data-driven work into compelling, fundable narratives, while ensuring compliance with grant requirements and delivering high-quality stewardship to funders.

Required Technical Skills:

- **Grant writing:** Composing competitive proposals, LOIs, and concept papers tailored to funder guidelines and priorities.
- **Full grant lifecycle management:** Managing every stage from prospecting and submission through award, reporting, and renewal.
- **Pipeline development & prospecting:** Researching, qualifying, and maintaining a staged pipeline of institutional funding opportunities. Conducting in-depth funder research to assess priorities, alignment, and application processes.
- **CRM proficiency:** Using donor/relationship management software (e.g., DonorPerfect) to track activity, pipeline, and outcomes.
- **Revenue forecasting & reporting:** Maintaining accurate funding projections and pipeline reports to support organizational planning.
- **Performance metrics tracking:** Creating and analyzing KPIs (funds raised, retention, multi-year commitments) to evaluate grant strategy effectiveness. Prospect research
- **Project management:** Managing multiple concurrent deadlines, deliverables, and reporting requirements with precision.

Required Professional Skills:

- **Written communication:** Producing clear, persuasive narratives and funder communications adaptable to diverse audiences.
- **Cross-functional collaboration:** Working effectively across programs, research, finance, communications, and executive teams to gather inputs and develop proposals.
- **Strategic thinking:** Evaluating and prioritizing opportunities based on alignment, competitiveness, and long-term return; proactively adjusting strategy.
- **Relationship management & stewardship:** Building and deepening funder relationships through tailored engagement strategies, increasing retention and gift upgrades over time.
- **Stakeholder communication:** Providing regular updates to leadership on pipeline status, projections, and risks in a clear, actionable format.
- **Deadline management & attention to detail:** Ensuring timely, accurate submission of all deliverables while maintaining high standards for data integrity.

Required Education & Experience:

- BA from an accredited college or university OR equivalent of 5+ years of professional experience required.
- At least 4 years of experience in grant writing, institutional fundraising, or a related field
- Demonstrated track record of securing major gifts.

Preferred Skills & Qualifications:

- Federal/state/large foundation grant processes: Familiarity with compliance requirements and application structures for government and large private funders.

- Multi-year funding strategy: Ability to sequence grants and build toward larger, sustained investments over multiple funding cycles.
- Data-to-narrative translation: Converting complex research and systems-level data into compelling, funder-ready narratives.
- Experience in education, workforce development, or systems-change nonprofit environments
- Experience with complex, data-driven proposals (e.g., research partnerships, multi-year grants)

Duties and Responsibilities

Revenue & Portfolio Management (Primary Accountability)

- Manage a portfolio of institutional funders and grant opportunities, maintaining accurate and up-to-date records of funder priorities, funding history, and engagement strategies
- Own and drive institutional revenue goals by securing new grants, renewals, and multi-year commitments
- Develop and execute tailored proposals and stewardship strategies to strengthen funder relationships and increase funding over time. Meet or exceed established performance goals related to:
 - Total funds raised
 - Donor retention
 - Secured and stewarded multi-year commitments

Pipeline & Grant Lifecycle Management

- Maintain a robust pipeline of institutional funding opportunities across all stages of the grant lifecycle: prospecting, qualification, positioning, submission, award, stewardship, and renewal
- Ensure each opportunity has clear next steps, timelines, and ownership to advance toward submission and funding
- Lead the development and submission of high-quality grant proposals, LOIs, and concept papers aligned with funder priorities
- Track all deadlines, deliverables, and reporting requirements to ensure timely and accurate submission
- Maintain high standards of data integrity within the CRM (DonorPerfect), documenting all funder interactions, strategies, and outcomes

Grant Strategy

- Develop and execute a comprehensive institutional fundraising strategy aligned with E3's annual development goals and multi-year strategic plan

- Evaluate and prioritize funding opportunities based on alignment, competitiveness, and potential return
- Proactively position E3's work to align with funder priorities, shaping proposals and strategies before submission
- Identify opportunities to sequence funding and build toward larger, multi-year investments

Pipeline Development & Prospecting

- Proactively identify, research, and qualify new institutional funders to expand and diversify E3's funding base
- Maintain a healthy pipeline with a balance of near-term submissions and long-term cultivation opportunities
- Conduct in-depth prospect research to understand funding priorities, application processes, and alignment with E3's work
- Leverage internal and external networks to uncover new funding opportunities and strategic partnerships
- Network within the grant funding community to stay informed of trends and opportunities while providing introductions to potential funders.

Cross-Functional Leadership & Case Development

- Collaborate with program, research, finance, communications, and executive leadership to develop compelling, fundable proposals
- Translate complex data, research, and systems-level work into clear, persuasive narratives tailored to funders
- Contribute to the development and refinement of E3's case for support and investable plan
- Partner with senior leadership to support funder engagement, including briefings, presentations, and strategic conversations

Planning, Forecasting & Performance Management

- Contribute to the Annual Development Plan and institutional funding strategy
- Maintain accurate revenue forecasts and pipeline reports to support organizational planning and decision-making
- Create, track, and analyze performance metrics to assess effectiveness of grant strategy and identify areas for improvement
- Identify opportunities, threats, and risks to revenue and proactively adjust strategy to ensure funding goals are met
- Provide regular updates to leadership on pipeline status, funding projections, and key opportunities

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

Salary Range: \$75,000-\$82,000

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

To be considered for this position applicants must complete both of the following steps:

- [Submit an ACC application](#), includes uploading your resume and a compelling cover letter
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)