

Development Associate

Educational Results Partnership (ERP) is a data science shop with a social justice mission. We are a close-knit team that works hard but knows how to have fun!

- Are you a self-starter who can use complex data to tell a compelling story?
- Do you know the ins and outs of the grant writing process?
- Do you believe everyone should have access to a quality education and a living wage job?

If you answered yes to all these questions, then come join our team where we leverage the power of big data to change lives.

OVERVIEW

Educational Results Partnership seeks a Development Associate to work as a key member of our team.

This position has a primary role in the planning, preparing, organizing, and writing of grant proposals and a variety of reports for funders and stakeholders. The Development Associate will also respond to requests issued by federal and state agencies, and private foundations.

The Development Associate will work closely with the strategic initiatives team, the data science team, leadership and an outside communications agency.

ATTRIBUTES

- You can tell a concise and compelling narrative about our complex work.
- You are a team player who enjoys collaboration and is comfortable giving and receiving feedback.
- You can interface within and outside the organization to quickly gather and summarize information for proposals and reports.
- You feel comfortable in a fast-paced environment and can manage multiple projects with competing timelines.
- You don't stop for roadblocks, instead you navigate to find a solution that makes a project work.
- You have a passion for equity in education and the workforce and preferably a strong understanding of data science, economics, and/or digital technology.

RESPONSIBILITIES

- Researching local, state, federal and private grant opportunities.
- Compiling, writing and editing grant applications.
- Translating complex scientific research and concepts into readable and compelling documents, like policy briefs, reports and website content.
- Communicating with funders, partner organizations and team members throughout the duration of a grant.
- Maintaining a grants database that lists all available public and private grant opportunities as well as relevant deadlines.
- Managing and completing all required post-award reporting, compliance and evaluation as needed.
- Publishing reports and publications to the ERP website.

- Support leadership team as needed with a variety of projects.

EDUCATION & EXPERIENCE

- Baccalaureate degree in a related field; political science, social science, communications, marketing, English, computer science, journalism.
- Experience organizing and collaborating with a diverse team to write complex research grant proposals, reports, blog posts and other forms of communication to share our findings.
- Experience interpreting research results, and summarizing data related to projects.
- Ability to identify appropriate research to support a variety of written materials.
- Experience editing and writing technical documents comprised of scientific terminology from multiple authors.
- Organizational skills to prioritize workload with multiple projects and competing deadlines.
- Two years previous writing experience and at least one year of professional experience.

EXPRESSION OF INTEREST

This position is writing intensive, so only applicants that submit both a cover letter and resume will be considered. Please address these items to:

Morgan Kranz
Project Manager
Mkranz@edresults.org
Educational Results Partnership
[Apply Here](#)

- Limited travel is required.
- Compensation is commensurate with experience and the fridge is always stocked with La Croix.
- This is a full-time position. Ability to work from ERP's Downtown Sacramento office is required.