

Foundation for the Young Women's Leadership Academy of Fort Worth

Job Title: Development & Programs Manager

Location: Young Women's Leadership Academy, Fort Worth, Texas – Full Time, On-Site

Salary Range: \$55,000 - \$60,000

Reports To: Executive Director, Foundation for YWLA

Position Overview

The Development & Programs Manager plays a key role in advancing the organization's fundraising efforts and ensuring the effective implementation of Foundation-supported programs within the school. This position is ideal for a highly organized, collaborative, and student-centered professional who enjoys managing details, building systems, communicating with a range of stakeholders, and helping a growing organization operate effectively.

The Development & Programs Manager will work closely with YWLA and Foundation leadership and will have visibility across multiple areas of the organization.

Key Responsibilities

Fundraising & Development — Approximately 50%

- Support the development and implementation of the organization's annual fundraising and development activities
- Maintain accurate donor and prospect records, including gifts, contact information, communications, and stewardship activities
- Assist with donor stewardship, including preparing correspondence, impact updates, meeting materials, and other communications
- Collaborate with school staff to gather stories, outcomes, data, and other information that demonstrates the impact of the organization's work
- Support the continued development of fundraising systems and processes that strengthen donor engagement and organizational sustainability

Program Operations — Approximately 50%

- Oversee day-to-day execution of Foundation-funded and/or supported programs within the school
- Ensure programs are implemented effectively, on schedule, and aligned with intended outcomes
- Support relationship-building with students, families, school staff, and Foundation stakeholders

- Maintain accurate program data and assist with tracking participation, outcomes, and other performance measures
- Coordinate purchasing, invoices, reimbursements, and other program-related administrative processes

Additional Responsibilities

- Support special projects and initiatives led by the school or Foundation
- Participate in team meetings and planning sessions
- Support board and committee activities by preparing materials, tracking action items, and assisting with board communications.
- Travel is required for program-related events, trainings, or partner engagements
- Any other duties as assigned

This full-time, on-site position ensures that Foundation-funded and supported programs are executed with fidelity, meet established goals, and deliver measurable impact for students. This is a critical role in supporting college readiness initiatives and strengthening the partnership between Young Women's Leadership Academy and the Foundation.

Qualifications

- Bachelor's degree required (Education, Nonprofit Management, or related field preferred)
- 2–4 years of experience in education, nonprofit programs, or nonprofit development
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- Ability to work both independently and collaboratively in a fast-paced, mission-driven environment.
- Sound judgment, professionalism, discretion, and follow-through.
- Proficiency in Microsoft 365: Word, Excel, and SharePoint
- Ability to lift up to 25 pounds and assist with event setup and breakdown
- Must possess a valid driver's license and reliable transportation for local travel to events, meetings, and program activities
- Successful completion of a criminal background check is required.

Key Competencies

- Student-centered mindset
- Attention to detail and follow-through
- Strong interpersonal and relationship-building skills

- Problem-solving and adaptability
- Commitment to educational equity and student success
- In person, on-site performance is an essential job function

Why This Role Matters

This position directly impacts students' journeys to and through college by ensuring they have the resources, guidance, and support needed to succeed. The Development & Programs Manager helps translate opportunities into outcomes.

The Foundation for the Young Women's Leadership Academy secures funds for programs that enhance academic achievement and offer leadership opportunities for students at YWLA. Our goal is for 100% of YWLA students to attend and graduate college.

The Foundation for the Young Women's Leadership Academy of Fort Worth is an Equal Opportunity Employer and values diverse experiences, perspectives, and backgrounds.

Interested and qualified applicants: please send your cover letter and resume to chris@ywlafoundation.org with subject line: Development & Programs Manager