

#  Development and Budget Coordinator Application

The Metro Atlanta Youth Energy Corps (MAYE Corps, pronounced “may core”) is currently recruiting for the position of Development and Budget Coordinator for the Development and Budget (D&B) Committee from April 3 2021-August 15 2021 with the opportunity to renew your position to continue on!

The Development and Budget Coordinator oversees the entire Development & Budget Committee. The Coordinator plans the overall development of the grants and outreach calendar and approves pitches from grant writers and Education and Outreach Committee members. They will meet regularly with the Partnerships Coordinator to facilitate and review local network communications and strategies. The Coordinator is responsible for scheduling and creating the agendas for Development and Budget Committee meetings. In addition, they will also maintain the MAYE Corps budget and track individual committee funding requests. In this position, the Coordinator will develop leadership skills by managing the committee and working with coordinators and developers across the organization to envision the future of MAYE Corps. This experience would benefit those interested in a career in nonprofit development, project and budget management, and fundraising strategy. This position and its responsibilities may be distributed between two Co-Coordinators.

Because this is a volunteer position, we at MAYE Corps work with you to ensure you’re getting the most out of your time at MAYE Corps so that it is meaningful and applicable to your future plans and goals.

Please contact mayecorps@gmail.com for any questions.

Resume or CV positions are optional but encouraged!

Application instructions:

1. Download this file and fill out answers in the given spaces on the next pages.

2. Once finished, save your application as a PDF file.

3. Email your PDF file to mayecorps@gmail.com with the subject line “Outreach Developer Application”. If you are submitting a resume or CV, please attach a PDF version to the same email.

**Short Answer Questions**

*Please answer these questions to the best of your ability. There is no minimum or maximum length.*

**1. Please write your name and, if applicable, your school and graduating year (can be currently attending or graduated).**

**2. Why do you want to be a part of MAYE Corps?**

**3. Why do you want to be a Development and Budget Coordinator? Here you can indicate any interests or experiences relevant to this position description.**