



ABOUT

Grantwell is a student-run, faculty-advised social impact consulting program that is offered through Brigham Young University's Marriott School of Business. Our aim is to prioritize student experience, as we find value in the idea that students need exposure to working with real clients, on real projects, to solidify the theoretical knowledge they acquire in the classroom. We want to provide the premiere graduate student consulting experience in the school, drawing on skills learned in classes to provide real-world benefit to partnering organizations.

HOW TO APPLY

We are excited you are interested in serving in one of Grantwell's leadership positions. Carefully read the position descriptions below and then follow the instructions to apply.

Please visit the [website](#) and fill out the application found on "For Students" - "Student Leadership Positions." The deadline for applications is Monday, March 11, 2024 at midnight.

You may apply for more than one position. Interviews will be conducted March 18-22. To apply, please provide the following background information:

- Your name
- Your resume (attached as .pdf)
- A cover letter (attached as a .pdf)
- An indication of which position(s) you are applying for and your order of preference

EXECUTIVE DIRECTOR

Supervisor:

The Executive Director reports to the Faculty Advisor and the Grantwell Advisory Board.

Purpose:

The Executive Director is responsible for carrying out the Grantwell mission and vision and implementing the values into the program's operations. The Executive Director helps members see the importance of their work, and ensures member success through educational, team, and professional development.

Benefits:

As Executive Director, you will have the opportunity to gain experience in managing an organization of dozens of students, assisting SPOs with client projects, and working with an advisory board. The Executive Director will be paid \$17/hour according to the MPA department's hourly rate for their work.

Qualifications:

- MPA Graduate Student
- At least one semester in Grantwell
- Effective time management and scheduling
- Positive and hardworking attitude
- Well organized
- Strong written and verbal communication skills
- Comfortable working with people of various backgrounds
- Tolerance for ambiguity
- Positive leader
- Familiarity with creating and implementing strategic plans
- Familiarity with program evaluation and data analysis
- Strategic vision
- Belief in Grantwell mission

Responsibilities:

- Monitors progress and provides advice on how to proceed in the face of obstacles or issues
- Resolves problems that arise
- Works with SPOs and the Faculty Advisor to recruit and track community partnerships
- Acts as the liaison between Grantwell leadership and the advisory board
 - Sits on the advisory board
 - Collaborate with the advisory board to identify, create, and implement strategic plans to actualize the objectives of Grantwell
 - Reports progress and challenges Grantwell is facing
- Evaluate program components and progress toward objectives, measure success, and work with the board and team members to achieve those objectives.
- Works with executive team to establish the framework for the year's program, including team charter and goals
- Chairs and conducts executive team meetings
- Prepares the agenda and shares with the rest of the team
- Reviews key issues with the entire student staff
- Deals with emergency situations

- Train new Executive Director

Time Requirement:

The Executive Director is required to attend all Grantwell meetings – executive team, SPO, Grantwell – participates in quarterly Grantwell Advisory Board meetings and attend the MPA 659R Grantwell class for both the Fall and Winter semesters that he or she serves on the Executive Team. They should also expect to put in 10-15 hours per week.

Job Site or Location:

Grantwell is located at Brigham Young University in the Tanner Building in Provo, UT. The Executive Director will operate out of the Tanner Building and remotely as needed to fulfill duties. The Executive Director will also be required at times to work off-site for recruiting times.

Start and End Date:

- Start date April 1, 2024
- End date April 30, 2025

MARKETING DIRECTOR

Supervisor:

The Marketing Director reports to the Executive Director and Faculty Advisor.

Purpose:

The Marketing Director oversees the outward appearance of Grantwell, creates marketing materials to promote Grantwell to clients and students, and seeks to expand the Grantwell experience.

Benefits:

As Marketing Director, you will have the opportunity to gain experience in managing an organization of dozens of students and working with an advisory board. The Marketing Director will be paid \$17/hour according to the MPA department's hourly rate for their work.

Qualifications:

- Graduate Student
- At least one semester in Grantwell (preferred)
- Manages time effectively
- Positive and hardworking attitude
- Well organized
- Proficient with Microsoft Office and WordPress
- Comfortable working with people of various backgrounds
- Proficient in Canva, Instagram, Facebook, and LinkedIn
- Design skills to create slides and the annual report

Responsibilities:

- Ensure the Grantwell logo is used with integrity
- Team deliverables use appropriate templates and guidelines
- Create a variety of marketing materials to support and promote Grantwell
 - Designs and creates fliers for events
 - Create slide decks
- Overseeing campus outreach to help Grantwell thrive
 - Develop fall semester-specific marketing strategy (student booths, fall recruitment efforts, etc.)
- Manages Grantwell's website, Instagram, Facebook, and LinkedIn accounts and creates content
- Contributes to the annual report for the board and website
- Organizes Grantwell Picture Day and manages photos
- Informs volunteers of critical information and updates
- Expands Grantwell's reach
- Train new Marketing Director

Time Requirement:

The Marketing Director is required to attend all Grantwell meetings, participate in quarterly Grantwell Board meetings, and attend the MPA 659R Grantwell class for both the Fall and Winter semesters that he or she serves on the executive team. They should also expect to put in 10-15 hours per week.

Job Site or Location:

Grantwell is located at Brigham Young University in the Tanner Building in Provo, UT. The Marketing Director will operate out of the Tanner Building and remotely as needed to fulfill duties. The Marketing Director will also be required at times to work off-site for recruiting times.

Start and End Date:

- Start date April 1, 2024
- End date April 30, 2025

EXPERIENCE DIRECTOR

Supervisor:

The Experience Director reports to the Executive Director and the Faculty Advisor.

Purpose:

The Experience Director is the volunteer coordinator and manager. They train the Student Project Officers (SPOs), manage volunteer expectations, create the teams, and help manage difficulties and struggles on the teams.

Benefits:

As Experience Director, you will have the opportunity to gain experience in managing an organization of dozens of students and working with an advisory board. The Experience Director will be paid \$17/hour according to the MPA department's hourly rate for their work.

Qualifications:

- Graduate Student (MPA preferred)
- At least one semester in Grantwell (preferred)
- Proficiency in Qualtrics
- Communication skills
- Problem-solving skills
- Relationship management skills

Responsibilities:

- Trains SPOs (role and project-specific expectations)
- Determines teams
- Creates surveys for midpoint check-ins, project preferences, end of year feedback, and any other needed information about feelings related to Grantwell
- Meet with teams and SPOs, monitoring progress and experience
- Communicates with executive team about volunteer experience, survey results, and more
- Trains new Experience Director

Time Requirement:

The Experience Director is required to attend all Grantwell meetings, participate in quarterly Grantwell Board meetings, and attend the MPA 659R Grantwell class for both the Fall and Winter semesters that he or she serves on the Executive Team. They should also expect to put in 10-15 hours per week.

Job Site or Location:

Grantwell is located at Brigham Young University in the Tanner Building in Provo, UT. The Experience Director will operate out of the Tanner Building and remotely as needed to fulfill duties. Experience Director will also be required at times to work off-site for recruiting times.

Start and End Date:

- Start date April 1, 2024
- End date April 30, 2025

PARTNERSHIP DIRECTOR

Supervisor:

The Partnership Director reports to the Executive Director and Faculty Advisor.

Purpose:

The Partnership Director secures Grantwell's future by finding projects, partners, and funding. Through community outreach, the Development Director builds mutually beneficial relationships that promote Grantwell's mission.

Benefits:

As Partnership Director, you will have the opportunity to gain experience in managing an organization of dozens of students, assisting SPOs with client projects, networking with community organizations, and working with an advisory board. Development Directors also receive a large stipend each semester for their work in Grantwell.

Qualifications:

- Understanding of Grantwell's mission, vision, and priorities as well as ability to communicate these clearly to potential clients
- Graduate Student
- Manage time effectively
- Positive and hardworking attitude
- Well organized
- Proficient with Microsoft Office
- Comfortable working with people of various backgrounds
- Able to represent Grantwell in a professional and effective manner

Responsibilities:

- Finding, managing, and pitching to prospective clients
- Managing relationships with current and past clients including checking satisfaction and communicating about expectations
- Coordinating communication between the Client and the assigned SPO • Communicating the purposes of Grantwell and its expectations to clients • Work with Marketing Director to run Marketing/Development team on initiatives to improve and grow Grantwell

Time Requirement:

Partnership Director is required to attend all Grantwell meetings, participate in quarterly Grantwell Board meetings, and attend the MPA 659R Grantwell class for both the Fall and Winter semesters that he or she serves on the Executive Team.

Job Site or Location:

Grantwell is located at Brigham Young University in the Tanner Building in Provo, UT. SPOs will operate out of the Tanner Building and remotely as needed to fulfill duties. SPO will also be required at times to work off-site for other work.

Starting and End Date:

- Starting date April 1, 2024
- End date April 30, 2025

STUDENT PROJECT OFFICER (SPO)

Supervisor:

SPOs report directly to the Executive Team, particularly the Experience Director.

Purpose:

The Student Project Officer (SPO) sets the scope and direction of the project with the client, determines how the project will be carried out, and is responsible for delivery of the final product to the client. SPOs work closely with team members to provide a meaningful student experience.

Benefits:

As an SPO, you will have a chance to lead your peers, establish relationships with notable partnerships, and continue to improve Grantwell's processes. SPO's will be paid the MPA department's hourly wage for their work.

Qualifications:

- MPA Student
- Participated in at least one semester of Grantwell
- Problem-solving attitude
- Comfortable working with people from diverse backgrounds
- Communication skills

Responsibilities:

- Manage a team of volunteers to complete a project with an external partnership
- Primary communicator between team and external partnership
- Creates and manages a Statement of Work for the project
- Reports directly to the Experience Director about the state of the team
- Responsible for final delivery of product with the team
- Works with the Executive Director and the Faculty Advisor to recruit, track, and develop community partnerships.

Time Requirement:

An SPO is required to attend and run all of their team meetings and attend the MPA 659R Grantwell class for both the Fall and Winter semesters that he or she serves in the position. They are expected to serve for both semesters. The SPO should expect to put in 5-10 hours a week.

Job Site or Location:

Grantwell is located at Brigham Young University in the Tanner Building in Provo, UT. SPOs will operate out of the Tanner Building and remotely as needed to fulfill duties. SPO will also be required at times to work off-site for other work.

Start and End Date:

Start date April 8, 2024

End date April 30, 2025