

Elsa Mazón

Elsa.Mazon@gmail.com | 312-213-7967 | Elsa.Mazon@tjjd.texas.gov | Austin, Texas

PROFESSIONAL SUMMARY

Strategic grant and nonprofit leader with experience in grant development, fundraising, management, and communications in public-sector, nonprofit, educational, and media settings. Now serving as Grant Specialist for the Texas Juvenile Justice Department (TJJJ), identifying, securing, and managing federal, state, and private funding for programs serving vulnerable youth.

PROFESSIONAL EXPERIENCE

Texas Juvenile Justice Department (TJJJ), Texas

Grant Specialist | 2024–Present

- Research, identify, and pursue federal, state, and private funding opportunities aligned with TJJJ priorities, including education, technology, and juvenile justice reform.
- Develop and manage grant proposals, letters of inquiry, budgets, narratives, timelines.
- Prepare and coordinate applications to funders including the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and other public and private funders.
- Lead funding strategies for innovative initiatives including technology in education for incarcerated youth, staff training, and facility safety improvements.
- Draft executive-level communications, grant letters, presentations, and briefing materials for agency leadership and board members.

Moody Radio Network, Chicago, Illinois

Part-Time Assistant Business Manager | 2019–2024

- Support operational management, communications, budgeting, legal, and special projects for a national nonprofit media organization.
- Write, produce, record, and edit audio content, fundraisers, and educational programming.

Business Manager | 2015–2019

- Directed operations for 37 owned stations and a network of more than 1,000 affiliates.
- Managed a \$15 million annual operating budget.
- Negotiated and administered agreements, licensing, and compliance requirements.
- Developed performance reports and metrics for executive leadership and stakeholders.

Manager, Spanish Programming | 2011–2015

- Led a new Spanish-language radio network serving Latino communities.
- Directed fundraising, strategic communications, programming, and development.

Producer, *Prime Time America*, and *In the Market with Janet Parshall* | 2006–2011

- Directed content, staff, and production for national, live drive-time radio programs broadcasting through nearly 400 stations and outlets.
- Managed project timelines, public relations, fundraising, and organizational messaging.

Moody Publishers, Chicago, Illinois

Senior Development Manager / Group Acquisitions Manager | 2000–2006

- Led publishing projects, budgets, contracts, and relationships with authors and nonprofits.
- Created and expanded publishing lines, supervised staff, and product development.

Moody Video / Moody Institute of Science, Chicago, Illinois

Executive Producer / Division Manager | 1997–2000

- Directed operations and international distribution of educational videos in 25 languages.
- Negotiated international agreements and coordinated projects with nonprofit and educational organizations worldwide.

Brindar Foundation, Morelia, Mexico and Portland, Oregon

Business Consultant | 1989–1990

- Co-developed plan and execution of a nonprofit center for underprivileged children.
- Facilitated cross-cultural communications, fundraising efforts, and partnerships.

Omni Productions, Mexico City, Mexico

Assistant Director / Post-Production Manager | 1985–1988

- Managed budgets, schedules, contracts, and teams for national and international media.

EDUCATION

Master of Arts, Pastoral Studies

Multnomah University, Portland, Oregon

Bachelor of Arts in Communications, Minor in Business Administration (Honors)

Instituto Tecnológico y de Estudios Superiores de Monterrey, Mexico

PROFESSIONAL AFFILIATIONS & PRESENTATIONS

- Presenter, Juvenile Justice Association of Texas (JJAT) Conference – Grant Writing Workshop
- Grant Professionals Association (GPA), member