



Position: Youth Speaks Development Associate

Organization: Youth Speaks

Supervisor: Associate Director of Resource Development

ABOUT YOUTH SPEAKS

Based in San Francisco, Youth Speaks leads a movement that defines and develops literacy, working at the intersections of youth development and arts education. Nationally, Youth Speaks is known for building a field that didn't exist. The Wallace Foundation named Youth Speaks one of the 8 exemplary arts education organizations in the nation. We convene the Brave New Voices Network, with over 100 partners across the nation, hold major performances reaching thousands, and have a robust digital footprint, reaching about 500,000 visitors a month. We partner with leading arts and social justice foundations, including The Ford Foundation, The Doris Duke Foundation, The National Endowment for the Arts, Bloomberg Foundation, The Andrew W. Mellon Foundation, and The James Irvine Foundation.

Job Description:

We are seeking a mission-driven, detail oriented, systems loving professional to support our fundraising. Key activities include maintaining the donor database, timely donor acknowledgements, supporting grant writing maintaining Youth Speaks' donor database and online fundraising portal.

Donor relations

- Draft membership communications such as appeals, renewals, acknowledgements, and other essential collateral
- Maintain donor database of current, past and prospective donors creating, implementing, and maintaining systems to track all donors and institutions, ensure integrity and accuracy of information. Create and run custom reports, developing monthly schedules to maintain accuracy. Gather data about individual and institutional donors regularly across department and keep up to date.
- Conduct donor and funder prospecting
- Schedule site visits and maintain data integrity for major donors
- Maintain online fundraising portal and entry of individuals into database
- Process donor acknowledgement in a timely and way (ideally within 72 hours), no later than 1 week.

Grant Support

- Create logins for portals and support online submissions
- Maintain grants pipeline in Salesforce including details, contact, amounts, etc
- Create google documents to assist in grant writing
- Collect grant attachments
- Scan grant agreements and log in Salesforce
- Produce foundation acknowledgements in a timely fashion
- Support grant reporting

Information and Systems:

- Maintain monthly tracking of development tracking with accounting
- Serve as the primary department contact for Salesforce upgrades, customization, report creation, and troubleshooting.
- Conduct department mailings, including donor collateral, membership shwag and fundraising appeals
- Check executive director email and manage responses.

General Development

- Represent Youth Speaks at local and regional nonprofit business development events.
- Present donor-related fundraising updates to Youth Speaks' staff.
- Support development events.
- Support general fundraising activities, as needed.
- Support program staff by attending and assisting at local Youth Speaks events.
- Perform other duties as assigned.
- Collaborate with marketing to generate donor and funder-relevant communications and support institutional marketing

Qualifications:

Youth Speaks has a small development department. It is critical that the Development Associate be willing to jump in and learn quickly. This individual must be able to work well under pressure and have a demonstrated exceptional ability to pay attention to details. We're looking for someone with great organizational skills, excellent customer service and communication skills, and experience using online fundraising software and Salesforce is highly desired.

- Minimum 2 years professional experience in nonprofit development field
- Minimum 1-2 years experience working in a development department, ideally with mid-sized to large nonprofit that has a focus in the arts, youth development, education or another related field to Youth Speaks' programming
- Demonstrated success in maintaining a donor database, producing appeals and coordinating donor acknowledgements
- Ability to work independently and as part of a team
- Excellent interpersonal, communication, and organizational skills
- Strong computer skills (Word, PowerPoint and Excel) and ability to independently compose donor letters and email communications
- Experience with donor prospect research is a plus
- Experience with grant writing, grant reporting and/or grant submissions a plus
- Strong proofreading skills and good attention to detail
- Experience with basic project management and workflow re-design
- Database experience, preferably Salesforce CRM
- Ability to make clear and compelling presentations to staff

Salary and benefits:

Please send your salary requirements in your cover letter. The benefits package includes 100% employee coverage for medical, dental and vision insurance, and four weeks of annual vacation.

TO APPLY

Please submit a resume, writing sample, and a thoughtful cover letter detailing your salary requirements, interest, and experience to employment@youthspeaks.org with the subject line "Development Associate." Only complete applications will be accepted. Send your application by **May 31, 2017**.

EEO/AA

Youth Speaks is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Youth Speaks will consider for qualified applicants with criminal histories in a manner consistent with the requirements of San Francisco's Fair Chance Ordinance.