



Position: Advancement Associate

Organization: Youth Speaks, Inc.

Supervisor: Director of Advancement

Hours per week: 40 hours/week (full-time, exempt)

Compensation: \$53k-\$63k, annually, DOE

Location: Mission District, San Francisco CA

Temporarily remote due to COVID-19

Organization Profile

Youth Speaks is a multi-faceted, BIPOC-led organization that understands that the power, insight, creativity, and passion of young people can change the world. Founded in 1996 in San Francisco, Youth Speaks is the leading nonprofit presenter of Spoken Word performance, education, and youth development programs in the country. Presenters of local and national youth poetry slams, festivals, reading series, and more, Youth Speaks also offers a comprehensive slate of literary arts education programs during the school day, in the after-school hours, on weekends and evenings.

Position Overview

Youth Speaks is looking for a passionate fundraising administrator to contribute to our organization's financial sustainability. The Advancement Associate is an integral member of our dynamic Advancement Department, securing donor and sponsor support, and providing administrative support to ensure the effective and efficient daily operations of the organization's advancement activities. The Advancement Associate will report to the Director of Advancement. This is a full-time position which will be based in San Francisco once our new office opens near 16th Street BART.

General Responsibilities include but are not limited to:

Gift Administration

- Enter gift and donor data into the donor database (currently Network for Good) in a timely, accurate manner.
- Review and edit donations for proper coding, including gifts received via direct mail, online, in-park, credit card, bank deposit and electronic funds transfer.

- Complete tasks related to the Poets Giving Society and monthly giving, including processing donor updates and new sign-ups, cancellations, terminations, and monthly gift processing.
- Generate, submit, and send weekly acknowledgment letters.
- Notify appropriate staff when special gifts are received.

Database and Data Management

- Maintaining the donor databases' accuracy, including processing weekly data routines to maintain accurate coding of constituent and gift records.
- Assisting Advancement and Program colleagues with gathering data, statistics, and information pertinent to our programs and funding efforts.
- Managing donor contact information in Mailchimp.

Grants Management

- Manages the organization's grant calendar.
- Supports the Director of Advancement on major gift and institutional prospecting, research, moves management, cultivation, and stewardship.

Donor Cultivation and Stewardship

- When safe and prudent to do so, organizes cultivation and stewardship events, such as event receptions and VIP gatherings. Coordinates invitations and lists, event-related materials, and background information for staff.

Strengthening Culture of Advancement

- Provides support to colleagues on development-related activities including donor visits, meetings, events, and proposals.
- Works proactively on background research and logistics for meetings and events.
- Assists with other Advancement events and activities as needed.

Job Requirements

- Bachelor's degree, or at least 3 years of experience in relevant development/fundraising position(s) in recognition of the disproportionate access and barriers to higher education for certain communities
- Experience using fundraising software/donor databases such as Network for Good
- Proficiency in data entry
- Proficiency in proofreading and spotting errors
- Ability to organize digital documents and contracts
- Excellent written and oral communication skills
- Excellent interpersonal and relationship management skills
- Excellent project management skills
- Cultural competence and excellent cross-cultural communication skills

Advancement Associate

- Critical understanding of ethical issues in non-profit fundraising and partnerships

Preferred Requirements

- Experience with Google Suite and Microsoft Office, including Excel
- Experience developing diversified, revenue/fundraising plans for non-profit organizations
- Interest in grant writing and institutional giving
- Experience in event coordination
- Experience working in the literary and/or performing arts
- Experience working with youth/education
- Interest in building systems

To Apply

Please submit a resume and a thoughtful cover letter detailing your interest and experience to employment@youthspeaks.org with the subject line “Advancement Associate” by November 12, 2021.

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 qualified applicants with criminal histories in a manner consistent with the requirements of San Francisco’s Fair Chance Ordinance.

Compensation

The Director of Advancement is a full-time, exempt position. We offer a competitive salary based on an annual nonprofit salary survey for similarly sized arts, culture and humanities organizations (\$53k-\$63k annually, DOE), and a comprehensive benefits package that includes medical, dental, and vision insurance, life and disability insurance, health FSA, 401(k), and commuter benefits. Employees receive paid vacation, paid sick leave, and paid holidays/winter break annually.

Advancement Associate