



Position: Director of Advancement

Organization: Youth Speaks, Inc.

Location: Preference for in-person, remote employment considered

Supervisor: Executive Director

Direct Report(s): 3 FTE (up to 4 FT staff)

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

Compensation: \$125K - \$140K annually, DOE

Benefits:

- Medical, dental, vision, FSA, life, and long-term disability insurance plans
- Generous time off including 15 vacation days, 5 personal days, 1 staff-choice holiday, 10 sick days, long-term disabilities, 16 holidays, monthly wellness time
- Annual stipend for professional development

ABOUT YOUTH SPEAKS

Youth Speaks is a multi-faceted BIPOC-led and staffed organization that understands that the power, insight, creativity, and passion of young people 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 world.

Presenters of local and international 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 out-of-school time, on weekends, and evenings. All told, Youth Speaks provides free arts education to thousands of teens per year in the San Francisco Bay Area, and across the country.

POSITION OVERVIEW

Youth Speaks seeks a strategic leader with a bold outlook on the future, deep expertise in fundraising and passion for the transformative power of youth voice, storytelling and inclusive culture. As the Director of Advancement, your fundraising vision and strategy will support Youth Speaks' suite of 11 arts education, public presentation, youth development and narrative change programs and majority BIPOC staff. An integral part of our Strategy Team (Leadership Team), you will have the opportunity to shape fundraising goals, activities and major donor campaigns that advance the organization's strategic priorities, with focus on raising revenue from individual donors, government grants, as well as private foundations and corporate sponsorships.

The strongest candidates will have experience managing a portfolio of 30+ private and public funders; securing six-figure gifts; diversifying donor membership; strategies for re-engaging lapsed donors; excellent written and conversational communication skills; aptitude for making direct fundraising appeals; and authentic rapport with foundation officers and major donors.



The Director of Advancement reports to the Executive Director, and manages up to 4 full-time Advancement staff and has an annual budget to hire consulting support, as needed and based on funding.

You'll Thrive in this Role If:

- You're a strategic thinker and implementer.
- You're confident and comfortable stewarding relationships with donors and securing gifts.
- You have experience and vision to activate board members' giving circles.
- You can authentically talk about the impact of Youth Speaks' programs in the lives of young people, especially working class, Black, Indigenous, Asian American and Pacific Islander American, Latin and Arab/Middle Eastern youth.
- You have a strong ability to maintain a healthy work-life balance while meeting project goals and deadlines.
- You pride yourself on being able to "see around corners" – ensure the Executive Director and Advancement staff is on top of emerging issues, and can quickly offer solutions.
- You're an excellent writer and strong proofreader.
- You have strong interpersonal skills and clear judgment to handle sensitive and confidential situations with tact and grace.
- You thrive in a highly collaborative environment that values diversity, equity, inclusion, and access, and works effectively with people of varied backgrounds, experiences, points of view, and aspirations.
- You're available to work a schedule that may require occasional evenings, weekends (1-2 Youth Speaks events per quarter).
- Strong with G-Suite, Word, Excel, PowerPoint, Asana, Slack, Canva, DocuSign.

Interpersonal Skills

- A warm listener who exudes confidence, humility and genuine care for uplifting others.
- High EQ and a leader who builds enduring relationships.
- Adaptable conversational skills and sense of humor to keep the work in perspective.
- Someone with a respectful and accessible collaborative style, self-assured and comfortable with situations of ambiguity.
- Easily relates to majority Gen Z and Millennial colleagues.
- A highly competent team player who finds enjoyment in the workplace, and who is honest, open and balanced.
- Humble excellence – self-confident and finds joy in celebrating shared wins and uplifting the accomplishments of colleagues.
- Proactive collaboration – intentionally seeks out thought partnership to solve problems before they start. An entrepreneurial leader with foresight to recognize and act on new and potential opportunities, often before being asked.



FAQ

What are the three (3) things a new Director of Advancement must accomplish in the first 3 months to be successful at Youth Speaks?

1. Culture and Relationship Building:

- Organically learn and adapt to the organization's culture. Meet with board members, senior leadership and program staff to understand the organization's history, values, mission, and programs. Schedule meetings with foundation and grant officers to introduce yourself, learn about their portfolio, and gather insights about their support of Youth Speaks.

2. Strategic Review of Fundraising Practices:

- Review past fundraising efforts, including grant proposals, reporting practices, and donor engagement strategies to understand Youth Speaks fundraising strengths, areas of growth and to shape future strategies.

3. Develop an Action Plan:

- Create a clear, actionable plan that includes short-term goals for fundraising activities and initiatives to foster transparency and engagement.

KEY RESPONSIBILITIES

Fundraising Vision & Strategy

- Develop a vision and strategy for fundraising at Youth Speaks, with a primary focus on individuals and foundations, that advance the organization's strategic priorities
- Assess and refine the organization's current grant pipeline, donor campaigns, forecasting tools and strategic fundraising action plans
- Ensure the organization is compliant with grant deliverables and has strong data integrity and utilizes accurate impact reporting systems
- Lead all fundraising execution

Leadership & People Management

- Serve as a strategic partner to the Executive Director.
- Supervise, guide, and coach 3 full-time Advancement staff (Director of Grants & Foundations, Strategic Partnerships Manager, and Grants & Donor Relationship Manager), with potential to add a new staff member to your team.
- Review meeting agendas and run regular meetings to manage project deliverables and workflow.



- Contribute to the development of a growing, fast-paced organization, including hands-on participation in events and programming, as well as database and technology oversight and maintenance (e.g. Mailchimp, LinkedIn, Network for Good, Benevity, Airtable)
- Anticipate fundraising outcomes and create smart pivots and/or contingency plans to mitigate risk
- Collaborate with Youth Development & Arts Education Director and Director of Narrative Change & Field Building to translate programmatic efforts into creative, impactful appeals to prospective funders
- Communicate organizational decisions and manage Advancement Department to fulfill org-wide revenue goals and staffing needs
- Work to catalyze a culture of deep collaboration and human-centered leadership within the Advancement Department and across the organization
- Conduct mid-year and end-of-year performance reviews with direct reports via Culture Amp
- Commit to providing feedback to improve our collective work
- Integrate use of organization-wide systems, processes, and rituals (e.g., annual and quarterly goal setting, employee engagement surveys, All-Staff meetings, retreats)
- Lead “courageous” conversations and effectively support direct reports when deliverables and/or performance expectations are not met

Marketing & Communications

- Work closely with the Digital Pedagogy & Communications Director to align donor-facing narratives and general external communications campaigns
- Manage the creation of sponsorship letters, event decks, and reports
- Draft and distribute quarterly donor-facing narratives, yearly appeals, and stewardship e-newsletters
- Translate programmatic impact data into informative and inspirational stories and “beyond the numbers” appeals to donors

Donor Relationships & Public Talks

- Lead annual fundraising gala goals, program, guest list and post-event debriefs with staff that advances the organization’s collective learning and fundraising efficacy
- Coordinate annual funders’ brief with 20-30 local, regional and national funding partners and field leaders (virtual with potential to become in-person Spring/Summer 2024)
- Develop creative strategies that effectively and ethically monetize Youth Speaks events and thoughtfully cultivate new relationships
- Source 3-5 values-aligned speaking engagements and conference opportunities annually for Executive Director and leadership staff
- Serve as host of Youth Speaks fundraising and special events



Corporate Strategy, Sponsorships and Bookings

- Cultivate and steward corporate supporters through poet booking opportunities, volunteer opportunities, event invitations, and more
- Oversee the creation of sponsorship letters, decks, and reports
- Manage sponsorship benefits

Board Partnership

- Serve as the board liaison, managing the scheduling, team preparation, and logistics of monthly Development Committee board meetings
- Prepare reports and fundraising analysis at quarterly board meetings, serving as a staff representative for the Advancement Team
- Help identify/recruit non-board fundraising committee members
- Partner with the Development Committee to implement give/gets for each board member
- Coordinate with the Communications Director to gather fundraising assets and materials to support Board Members and other volunteers to identify, cultivate, solicit, and steward current and potential donors and funders

Required Qualifications

- Bachelor's degree or at least 7 years of experience and passion for and deep fluency in frontline fundraising, preferably in individual and/or foundation giving
- Fundraising expertise that includes leading the entire donor lifecycle with individuals and institutions resulting in 5, 6, and 7-figure gifts
- Experience working with boards of directors to engage the Board's networks in playing a catalytic role in the organization's ability to fundraise
- Experience working on a development team that successfully forecasts and conducts regular progress to goal conversations
- Experience coaching full-time staff members toward strong job performance and satisfaction
- Experience using fundraising software, grants management systems, and donor databases such as Network for Good and Submittable
- Experience creating and managing departmental budgets of \$500k+
- Stellar written and oral communication skills
- Stellar interpersonal and people management skills
- Cultural competence and excellent cross-cultural communication skills
- Attend bi-weekly All-Staff meetings
- Personal qualities of integrity, credibility, intellectual curiosity, creativity, and commitment to and passion for Youth Speaks' mission



Preferred Qualifications

- Experience raising \$5M+
- Experience working in corporate philanthropy
- Experience managing public-private partnerships
- Professional experience working in arts and culture institutions
- Experience with public funding (i.e. San Francisco's Department of Children, Youth and their Families (DCYF), National Endowment for the Arts (NEA), Governor's Office)
- Experience developing plans for earned income/revenue

General Responsibilities include but are not limited to:

- Manage a portfolio of 30+ institutional funders with the goal of securing renewals and cultivating new opportunities to raise no less than \$3.5M annually towards current and future operating needs
- Identify and implement strategies overall fundraising strategy for Youth Speaks, with focus on securing multi-year, unrestricted gifts for general operations, organizational capacity-strengthening
- Lead the implementation of a fundraising plan that works closely with Advancement, Communications and Finance Teams
- Lead prospecting of new institutional, individual, and corporate support with the Advancement Team
- Manage a fundraising department with a strategic eye towards scaling their department as funding also grows
- Work with the Executive Director to refine current earned revenue strategy
- Play a key role in developing and implementing revenue through earned income
- Management and oversight of Major Donor Program, Institutional Giving Campaigns, Corporate Support (cash & in-kind), Annual Events, Membership, Capital Campaign (if needed)
- Management and oversight of grant seeking and grant writing efforts
- Attend and research local and national events to cultivate relationships with stakeholders and community partners, as requested by Executive Director
- Coordinate with Deputy Director and Finance Department on procedures and policies for tracking and reporting grant activities
- Prepare and manage the Advancement Department expense budget
- Track developments in the field of philanthropy; engage with colleagues and senior development professionals across the philanthropic sector to learn about, assess and adopt best practices in financial resource and donor development



OUR FUNDRAISING PHILOSOPHY & READINESS

We recognize that the traditional nonprofit business model has been built and sustained by an inequitable economic system of extractive capitalism. A major focus over the last two years has been to innovate Youth Speaks' quarter-century of impacts while creating a visionary operating budget that is also sustainable. Youth Speaks works to embed fundamental development and fundraising knowledge as a core part of each team's workstreams; we integrate a development lens and culture so that our staff can actively seek partnerships, more deeply understanding the inner mechanics of philanthropy, and learn to steward relationships that can lead to deeper engagement and broader support for Youth Speaks' mission. We are well-positioned to engage an increasingly expansive community of funder-partners that care deeply about racial equity, artistic innovation and authentic youth voice. Given the growing influence and visibility of storytelling, transformative culture and youth power across the country, we believe it is essential to advocate for bold investments that will help set-up and prepare the today's youngest generation of culture-makers to become the leaders of their greatest imagination.

MISSION & VISION

Youth Speaks creates spaces that challenge young people to develop and amplify their voices as creators of societal change.

Youth Speaks envisions a world in which young people are heard, honored, and connected through creative ecosystems of interdependence and care.

To Apply

Submit a cover letter and resume to employment@youthspeaks.org with the subject line "**Director of Advancement**"; three professional references from the past 3 years will be required for successful candidates. This position will remain open until filled.

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. Job applicants and staff 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.

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

***No phone calls, please.** Due to the anticipated volume of applications only candidates for interviews will be contacted.