



**Position:** Development Manager

**Organization:** Youth Speaks, Inc.

**Location:** San Francisco (minimum three days per week in the office)

**Supervisor:** Director of Advancement

**Direct Report(s):** N/A

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

**Compensation:** \$75K-85K annually

**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 BIPOC-led nonprofit that harnesses the creativity, insight, and passion of young people to change the world. Founded in 1996 in San Francisco, we are a national leader in spoken word performance, literary arts education, and youth development. We produce youth poetry slams, festivals, and reading series, and provide free arts education programs during the school day, after school, on weekends, and in the evenings. Each year, Youth Speaks engages more than 3,000 teens in the Bay Area and thousands more nationwide. As we celebrate 30 years of impact, we remain rooted in the belief that youth voice drives cultural and civic change.

## POSITION SUMMARY

The Development Manager provides essential donor services and operations support for Youth Speaks' advancement team. This role manages gift processing, acknowledgments, donor records, and reporting systems to ensure accurate data, timely communications, and consistent stewardship across all donor levels.

The Manager serves as the primary liaison with the finance team for gift reconciliation and supports the advancement team with donor data, lists, and reports. This position is also responsible for preparing documentation to support the organization's annual audit and plays a critical role in building donor trust through accuracy, timeliness, and accountability.

## CORE DUTIES AND RESPONSIBILITIES

### Gift Processing & Donor Services

- Ensures all gifts are in Network for Good, ensuring accuracy and alignment with finance records.
- Ensure donors receive timely and personalized acknowledgments consistent with Youth Speaks' stewardship standards
- Manage in-house acknowledgment processes, including letters, thank-you notes, and donor thank you calls—including preparing the Director of Advancement, Board, and ED to thank donors in their portfolio or in the board's network



- Provide responsive and thoughtful support for donor inquiries, recurring gift updates, and other requests.

### **Data Management & Reporting**

- Maintain donor records in Network for Good, ensuring accuracy, integrity, and confidentiality
- Generate reports, donor lists, and segmentation for appeals, campaigns, and communications.
- Create regular fundraising reports and dashboards to track KPIs, campaign performance, and donor retention.
- Prepare documentation and data to support the organization's annual audit.
- Reconcile monthly revenue with Finance and track pledges, gift agreements, and cash flow projections.

### **Stewardship**

- Implement the Stewardship Matrix, coordinating with the Director of Advancement and Manager of Individual Giving to ensure donor touchpoints are timely and consistent.
- Track stewardship activities in Network for Good to maintain institutional memory and continuity.

### **Cross-Team Collaboration**

- Provide administrative support for cultivation events and campaigns, including RSVP tracking, guest lists, and follow-up communications.
- Coordinate donor engagement receptions connected to key Youth Speaks program events, including Brave New Voices, the Teen Poetry Slam, and Pen to Power, to celebrate the 30th anniversary and deepen donor relationships.
- Manage event logistics for these donor gatherings, including vendor coordination, run-of-show support, materials preparation, and post-event stewardship follow-up.
- Partner with program and communications staff to gather impact stories and data for donor acknowledgments and reports.

### **QUALIFICATIONS AND COMPETENCIES**

- Minimum of 3 years of experience in fundraising operations, donor relations, or nonprofit administration.
- Strong knowledge of donor CRM systems (Network for Good preferred) and data best practices.
- Demonstrated experience with gift processing, acknowledgments, and donor record management.
- Ability to generate accurate reports and analyze donor data to support fundraising strategy.
- Highly organized, detail-oriented, and thorough, with the ability to manage multiple deadlines.



- Excellent interpersonal and communication skills; customer service orientation in donor interactions.
- High integrity and discretion in handling confidential donor and financial information.
- Experience collaborating with Finance teams on reconciliation and audits preferred.
- Cultural competency and high emotional intelligence, with commitment to Youth Speaks' values and mission.
- Flexible schedule, including occasional evenings and weekends to support events.

### 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.

### To Apply

Please email your cover letter, resume, and at least 3 professional references to **advancement@youthspeaks.org** with the subject line **"Development Manager."** 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.