



**Position:** Senior Manager, Individual Giving

**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, exempt)

**Compensation:** \$90-105K annually

**Benefits:**

- Medical, dental, vision, FSA, life, and long-term disability insurance plans
- Generous time off including 15 days of accrued PTO, 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 Senior Manager of Individual Giving builds and manages Youth Speaks' major donor pipeline and mid-level donor portfolios. This role manages a portfolio of individuals, oversees prospect research and qualification, develops tailored cultivation strategies, and ensures consistent stewardship. The Manager also partners with the Director of Advancement and Executive Director to secure leadership-level gifts and principal commitments, and plays a central role in designing donor experiences that reflect Youth Speaks' mission, culture, and youth leadership.

This role is accountable for ensuring discipline in applying the full fundraising cycle (Identify, Communicate, Cultivate, Solicit, Steward), maintaining accurate portfolio data, and tracking progress through defined KPIs.

## CORE DUTIES AND RESPONSIBILITIES

### Individual Giving Strategy and Planning

- Support the comprehensive individual giving plan aligned with Youth Speaks' Advancement Plan, and help track individual giving progress through clearly defined KPIs.
- Maintain and grow mid-level portfolio, including renewals, upgrades, acquisitions, and support the Director of Advancement and Executive Director with major donor research, donor history, wealth screens, and preparation for major donor engagements



- Partner with the Director of Advancement to forecast individual giving revenue and align it with organizational budget projections.
- Collaborate with the Director of Advancement and the Advancement team on and targeted campaigns (monthly giving, spring, and planned giving awareness), ensuring major and mid-level donor prospects are identified, cultivated, and stewarded with tailored strategies.

### **Portfolio Management**

- Manage a portfolio of 25–50 donors and prospects, including a “Top 10–15” active list receiving the most intensive relationship-building.
- Use the Qualifying & Disqualifying Prospects Guide to assess donor potential (Access, Belief, Capacity).
- Ensure all activity (including the Executive Director and the Director of Advancement’s efforts) is tracked in the Major Gifts Pipeline Template and entered into Network for Good with next steps clearly documented.
- Partner with board, alumni, and volunteers to identify prospects and facilitate warm introductions.

### **Cultivation and Solicitation**

- Develop and implement individualized cultivation strategies, leveraging discovery conversations, salon-style gatherings, and behind-the-scenes access to Youth Speaks’ programs.
- Lead and support donor cultivation events plan, execute, and follow up on individual giving events—including donor receptions at Youth Speaks Programs and in partnership with board or program staff.
- Prepare customized ask strategies using the Donor Meeting Prep Guide; solicit mid-level through tailored conversations and proposals, and support the preparation for major, and principal gift solicitations
- Promote diverse giving vehicles, including multi-year pledges, donor-advised funds, stock gifts, and monthly giving.

### **Stewardship**

- Ensure all individual donors receive timely gratitude and stewardship consistent with Youth Speaks’ stewardship standards (as defined in the Stewardship Matrix).
- Deliver quarterly donor updates featuring program outcomes, youth stories, and behind-the-scenes insights.
- Design and implement tailored stewardship experiences for donors.
- Track all stewardship interactions to maintain continuity and institutional memory.

### **Organizational Leadership**

- Provide regular updates on portfolio progress at advancement team meetings.



- Contribute to a culture of philanthropy, collaboration, and accountability across the organization.
- Support at Youth Speaks programming and events.
- Participate in team and organizational planning, strategic goal setting, and meetings and collaborate across teams
- Follow necessary cybersecurity protocols and policies

### QUALIFICATIONS AND COMPETENCIES

- Minimum of 5 years of experience in major gifts, individual giving, or nonprofit fundraising, with demonstrated success securing and stewarding five- and six-figure gifts.
- Proven track record of managing donor portfolios, cultivating relationships, and closing significant gifts.
- Experience supporting or leading planned giving, donor-advised fund, or principal gift relationships.
- Strong interpersonal skills and cultural fluency, with the ability to connect authentically across diverse communities.
- Excellent written and verbal communication skills; ability to craft compelling donor-centered messaging and presentations.
- High emotional intelligence, discretion, and integrity in donor interactions.
- Experience with donor CRM systems (Network for Good preferred) and disciplined pipeline management.
- Ability to design and execute donor cultivation events or small gatherings.
- Organized, detail-oriented, and able to manage multiple priorities in a fast-paced environment.
- Passion for Youth Speaks' mission and commitment to youth leadership and social change.
- Flexible schedule, including some evenings and weekends for donor meetings or events.
- Familiarity with philanthropic communities and donor networks in the Bay Area is preferred.

### 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 **"Sr Manager, Individual Giving."** 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.