Position: Director of Advancement
Organization: Youth Speaks, Inc.
Location: San Francisco, CA (Hybrid) - ideal candidate lives locally and/or is willing to relocate
Reports to: Executive Director
Direct Report(s): 2 FTE + Consultants
Hours per week: 40 hours/week (full-time, exempt)
Compensation: $110-140K annually
Benefits:

- Medical, dental, vision, FSA, life, and long-term disability insurance plans
- Generous time off, including up to 5 accrued vacation days (each year), 12 sick days (prorated after January start date), 11 federal holidays, 4 Youth Speaks holidays, 1 floating holiday, org-wide winter closure (2 weeks), and a monthly wellness day

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, positive youth development and narrative change. 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 We also offer workforce development and event production. 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 Director of Advancement provides strategic planning, oversight and leadership for Youth Speaks' fundraising efforts. This role manages the advancement team, drives planning and budgeting, and tracks department performance against KPIs. The Director of Advancement also partners closely with the Executive Director on high-level donor and funder relationships, manages a portfolio of major donors, and serves as a key member of the senior leadership team, ensuring advancement strategy is aligned with Youth Speaks' broader organizational priorities. This includes leading discipline in applying the full fundraising cycle (Identify, Communicate, Cultivate, Solicit, Steward) and ensuring a multi-year advancement strategy is fully integrated across programs, communications, and finance.

The Director of Advancement manages a team of FTE, PTE, temporary employees, and contractors and sits as a collaborating member of the Senior Leadership Team. The Director of Advancement reports directly to and is supervised directly by the Executive Director.

CORE DUTIES AND RESPONSIBILITIES

Mission Driven Strategic Leadership

- Engage at the direction of the Executive Director, collaborate with Senior Leadership Team to develop an organizational strategy that aligns with current, new, and

emerging programs.
- Collaborate with Senior Leadership Team to provide active and thoughtful leadership across the organization, contributing substantively to leadership, board, and staff meetings, retreats, and team gatherings.
- Collaborate with Executive Director on board administration and management functions within the advancement team to ensure timely communication, effective engagement, and smooth operations.
- Engage at the direction of Executive Director and collaborate with the Director of People & Operations on the organizational participatory annual budgeting and auditing process.
- Collaborate with the Director of Narrative Change & Communications to support in developing and implementing communications strategy including crisis communications plans and protocols.

Strategic Partnerships

- Build and manage relationships with funders, donors, and community partners in service to the mission, vision, values, and strategic priorities of the organization.
- Represent Youth Speaks publicly as a thought leader and advocate in various strategic partnerships and public events.
- Actively identify new partnerships to explore opportunities for programming and funding.
- Build and maintain strong relationships with Brave New Voice Network organizations and partners, particularly with their development teams.

Advancement Strategy and Planning

- Develop and implement a multi-year comprehensive fundraising plan with key performance indicators and accompanying strategies, strengthening departmental infrastructure and processes to ensure timely and effective engagement with donors and prospects.
- Develop revenue projections to inform the annual budget, and monitor contributed revenue and annual giving trends to recalibrate strategies as needed.
- Supervise, train, develop, and motivate the advancement team; assign projects and responsibilities, support staff in meeting goals, and provide coaching and professional development as needed.
- Create and maintain clear systems, processes, practices, and guides to ensure rigorous standard of accountability and evaluation for the team
- Oversee project management across the team to ensure work is prioritized effectively, deadlines are met, and departmental objectives are achieved.
- Lead monthly portfolio reviews and maintain a "Top 10–15" prospect list across portfolios, ensuring pipeline discipline and accountability.
- Lead our monthly cross team Sustain and Grow Committee to coordinate and strategize on fundraising opportunities and activities
- Develop and manage the department budget.

Fundraising and Donor Relations

- Implement the annual development plan, including developing and managing initiatives, appeals, and campaigns, and cultivating a portfolio of foundation, corporate, and individual donors; recalibrate the plan as necessary.
- Build and manage a high-value portfolio of individual and institutional donors and prospects, focusing on securing five- and six-figure gifts and above. Oversee all stages of the giving cycle within this portfolio.
- Design and execute creative, customized stewardship plans that strengthen donor loyalty and align with Youth Speaks' mission, vision, and evolving programmatic needs.
- Partner with the Executive Director and the Board of Directors to advance management strategies, ensuring their engagement is effectively leveraged with key donors and prospects.
- Play a central leadership role in shaping and executing Youth Speaks' Brave New Voices advancement strategy, ensuring these milestones strengthen funder and donor pipelines and long-term revenue growth.
- Maintain and analyze key performance indicators (KPIs) to inform strategy, track progress, and report on fundraising performance to leadership and the board
- Provide leadership and support to fundraising volunteers, including board members, equipping them to serve as effective ambassadors and solicitors.

Stewardship and Advancement Operations

- Work with the finance team and the Advancement Coordinator to track pledges, manage gift agreements, and monitor cash flow projections.
- Manage relationships, contracts, and deliverables with department consultants.
- Oversee the external digital fundraising vendor, aligning campaigns, list growth, and analytics with Youth Speaks' major donor pipeline.
- Ensure stewardship standards are consistently met, including implementation of the stewardship matrix and accurate reporting dashboards.

Organizational Leadership & Culture

- Foster a compassionate, positive, and inclusive work environment that communicates clear expectations, values diversity, collaboration, and creativity in service to the mission and vision of the organization
- Establish, support, and help manage board committees and special initiatives, including pipeline projects to recruit and engage new board members and volunteers.
- Foster a culture of philanthropy, collaboration, and shared purpose among staff, board members, and volunteers.
- Uphold the organizational code of conduct, financial and HR protocols, and other legal employment protocols as set by the Executive Director and the Board of Directors
- Perform additional duties as assigned by the Executive Director to support Youth

Speaks' mission, vision, and guiding principles.

QUALIFICATIONS AND COMPETENCIES

- Minimum of 8–10 years of experience in development or a related field; at least 3 years leading a team.
- Proven ability to manage a variety of team structures with rigor, compassion, and accountability.
- Proven ability to manage a portfolio of institutional and individual donors in the five-, six-, and seven-figure range, resulting in increased giving and sustained relationships.
- Demonstrated success securing major gifts ($10,000+), multi-year grants, corporate partnerships, and planned gifts, and leading diverse revenue portfolios.
- Experience engaging boards of directors and fundraising committees as partners in organizational advancement.
- Deeply donor-centric approach to fundraising, with the ability to understand funder interests and connect them meaningfully to Youth Speaks' mission and priorities.
- Strong strategic thinking, organizational skills, and attention to detail, with the ability to manage multiple priorities in a fast-paced, team-oriented environment.
- High emotional intelligence, cultural competency, and the ability to build authentic, productive relationships across diverse identities.
- Actively curious and receptive to an environment high in feedback, self-critique, and evaluation.
- Strong verbal and written communicator with intent listening skills; able to interface effectively and professionally with a wide range of stakeholders.
- Experience working as part of multidisciplinary teams and collaborating effectively with volunteers.
- Knowledge of advancement best practices, including donor stewardship, compliance, and data-informed strategy.
- Proficiency with donor CRM systems.
- Familiarity with Google Workspace (Docs, Gmail, Calendar) Airtable, Slack, and Microsoft Office Suite; ability to learn and adapt to new technology systems.
- Passion for Youth Speaks' mission and dedication to promoting its strategic priorities.
- Flexible schedule, including availability for some evenings, weekends, and participation in after-hours on-call rotation with other Directors.
- Experience with philanthropic communities and donor networks in the Bay Area and Nationally is preferred.
- Experience in an arts & culture, youth development, education or movement building organization preferred.