



DEVELOPMENT AND COMMUNICATIONS MANAGER

POSITION PURPOSE

With direction from the CEO and Sr. Director of Operations and collaborative efforts from the leadership team, the Development manager will be responsible for coordinating and supporting all aspects of the development department which includes fund development for the organization with a particular focus on grant writing and associated activities that include, researching, writing and coordinating grant management, database management, gift processing and acknowledgement, event planning, developing and overseeing print and electronic material to support the educational job training community service initiatives, branding and mission of AYW.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Under limited supervision the Manager will perform the following functions:

1. Ensure all fund development activities are of high-quality, produced or completed within the specified timelines and communicated clearly and concisely;
 - a. On a weekly basis or otherwise directed, this position will work closely with the leadership team, key program staff, and occasionally the Board of Directors, to assess funding needs, activities, and priorities. From that, strategies, timelines, goals, and print, electronic or written materials will be developed.
2. Grant opportunities are thoroughly researched, coordinated appropriately, communicated to the CEO and key program staff and Board, and submitted with high-quality submissions or documentation, on or before the deadline;
 - a. Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources on an annual basis, including the establishment of timelines and work distribution schedules, and the timely production of all deliverables tied to funding requests. Perform prospect research on foundations and corporations to identify new funding sources. Maintain accurate, complete files on all grant work, including both electronic and paper files on individual funders, including grant tracking and reporting.
3. Fund development initiatives, progress, goals, and reports are submitted on time and, or communicated to the CEO and leadership team on a regular basis;
4. Maintain the all donor and development database and software applications to high-quality standard;
 - a. Serve as the primary manager for donor database, ensuring prompt and accurate data entry and reporting, including analysis of daily, weekly, and monthly reports to ensure tracking towards department goals. Regularly update the content of acknowledgment letters and other donor communications, providing thoughtful, relevant and personalization as needed for CEO. Create queries, lists, and reports relating to all development, communication, and fundraising activities.
5. Provide prompt, attentive and tactful customer service at all times, specifically when processing and acknowledging donations, gifts, and assistance with the annual event planning;
 - a. Seek to maintain excellent relationships with current donors and cultivate new relationships to generate funds from individuals, corporations, and foundations. Provide assistance to the Fundraising and Development Associate with the planning and execution of the organization's annual gala event and 3rdparty events. Prepare sponsorship and marketing materials for events. Manage lists for mailing to invitees, sponsors and responsible for follow through obligations to donors and sponsors of events.
6. Assist in the process, development, and coordination of requested program events, print, and electronic material, while ensuring development processes, procedures and standards are maintained by all Agency facets;
7. Act as point-of-contact and represent AYW on matters that require an official response to the internal/external community. Manage all communications, marketing, and public relations strategies for the organization.
 - a. Manage press releases, media packages, and media opportunities that promote AYW's mission and goals; Ensure development activities are positively linked with communications, public relations, traditional marketing and online marketing; Identify, develop and participate in community events to increase public awareness and visibility of AYW locally, state-wide, and nationally, Develop and ensure consistent messaging across all fundraising, public relations, and organizational communications; Oversee the enhancement and maintenance of the AYW's website.
8. Ensure all print and electronic material is of high quality and clearly represents the branding and mission of the organization;
 - a. Manage and enhance the organization's annual campaign which includes a mix of direct mail and online solicitation. Develop and implement other giving strategies as needed, such as major gifts and planned giving. Develop and ensure consistent messaging across all fundraising, public relations, and organizational communications.



QUALIFICATIONS:

Preferred

EDUCATION / CERTIFICATION: Master's degree in Business or related field in public relations, business, marketing or related field; CFRE Certification;

EXPERIENCE: Three years in non-profit fundraising, communications, or project management, Event Planning, Grants, Major Donor Relationships, Corporate Sponsorships, and, or Board Relations; Non-Profit Board Member Experience

Minimum Required

EDUCATION / CERTIFICATION: Bachelor's degree in Business or related field

EXPERIENCE: Four years of non-profit fundraising, communications, or project management.

EQUIVALENT EDUCATION/EXPERIENCE: High school diploma or GED and six (6) years of work experience such as described in the essential functions and duties of the job description.

KNOWLEDGE/SKILLS/ABILITIES

Preferred

KNOWLEDGE: Proficient in DonorPerfect, MailChimp, CoSchedule, Adobe Illustrator, and, or Adobe InDesign;

Minimum Required

KNOWLEDGE: Proficient in Microsoft Office applications, computers, and general office equipment; Donor contact management software;

SKILLS: Team leadership; Exceptional communication, writing, and presentation; Strong organization and time-management; Ability to manage outside contractors and projects; Negotiation, Website management and quality control analysis, File management;

ABILITIES: Ability to work well with a wide range of people to coach or develop, including opportunity youth; evaluate, analyze and interpret information; Ability to thrive in a lean and fast-paced work environment; Self- motivated, creative and able to work with minimal supervision; Idea fluency, Prioritizing, planning and organizing, Document retention, Dependability and Innovation;

To view the full job posting and to apply, please visit our website, www.americanyouthworks.org.

AYW is committed to building a culturally diverse faculty and strongly encourages applications from female and minority candidates.

AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.

EOE: American YouthWorks is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.