



JOB TITLE: Development Associate

REPORTS TO: Managing Director of External Relations

HOURS: Full-time (40 hours)

SALARY: \$60,000-\$65,000

Organization Overview

Youth Communication (YC) amplifies youth voices and empowers young people to achieve their personal and academic goals. We are committed to teens of color and other young people whose voices need to be heard. Our **curricula** and **professional development**—uniquely based on original true stories by NYC teens in our year-round **writing program**—enable teachers and staff in youth-serving organizations to create supportive, culturally responsive learning communities.

Position Description

The Development Associate is part of the external relations team at YC and is focused on supporting all fundraising initiatives. This includes project management and tracking for existing grant funding and researching new funding. Owning logistics for friend and fundraising events. Creating and writing copy for fundraising communications materials with the support of the Director of Marketing and Managing Director of External Relations. The Development Associate must have a strong understanding of fundraising, be able to take initiative, and work closely with a friendly and hardworking team!

The position will include, but is not strictly limited to, supporting:

- Database Management – 15%
 - Collect, track and maintain activity of our universe of development contacts, with careful oversight of data for both internal and external reports
 - Build and maintain fundraising reports and lists in Salesforce
 - Input donation and grants into Salesforce and ensure integration with donation processing platforms runs smoothly.
- Administrative – 15%
 - Maintain calendar reminders for grants reporting and proposals in Salesforce and Google in collaboration with Managing Director of External Relations
 - Update key documents, donor and funder information in the database and other administrative items to be determined.
 - Research, in collaboration with the Managing Director of External Relations, new funding streams and update mailing lists
- Logistics - 25%
 - Collaborate with the Managing Director of External Relations and External Relations team to manage event logistics including but not

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limited to:

- Quarterly board meetings – focus on Development
 - Spring Benefit
 - Foster Care Awards
 - Fundraising and cultivation events
 - Donor briefings
 - Alumni and young professional events
- Communications (45%)
 - Create copy for and format external development communication emails in MailChimp, based on template designed in partnership with External Relations team
 - Support the execution of external fundraising and cultivation communications, in partnership with the Managing Director of External Relations:
 - End of year appeal emails and social media posts
 - Spring appeal emails and social media posts
 - Quarterly funder email blasts
 - Acknowledgment and appreciation letters

Qualifications:

- Excellent written and verbal communication skills and strong attention to detail, design, and commitment to accuracy
- Exceptional organizational skills
- Ability to work both independently and as part of a team
- Strong understanding of fundraising with at least 4 years of experience leading grant writing and/or fundraising appeals via email/print/social media
- A willingness to continuously learn about new trends in the fundraising and nonprofit communications space
- Strong organizational skills with the ability to both complete short-term responsibilities and make steady progress on longer-term projects
- Strong knowledge of MS Office (especially Excel and Word)
- Flexibility and positive attitude
- Good at multi-tasking
- Commitment to Youth Communication’s mission and to learning about program-related matters
- 1-3 years of successful work experience in an office setting strongly preferred
- Comfort with databases and project management software is essential - Experience working with Salesforce a plus. Training can be provided.

BENEFITS: Hybrid (in-person/virtual). In-person work-space available Mon-Fri. Unlimited PTO. Health insurance.

How to Apply:

Please email a cover letter and resume to careers@youthcomm.org. People of color are strongly encouraged to apply. Candidates will be contacted for interviews on a rolling basis. Please no phone calls. We are unable to respond to all applications.

Youth Communication is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff. YC's Equal Employment Opportunity and Affirmative Action related policies are available upon request.

For more information, please reference our [hiring process](#) and [commitment to diversity](#).

The Development Associate will work closely with Tara DeWorsop, Managing Director of External Relations, and will work towards weekly and monthly goals created in collaboration with the External Relations team and Executive Director.