



**Job Title:** Development & Communications Manager  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Compensation:** \$48,000-\$60,000

### **Organization**

Community for Youth is a youth mentoring program that connects Seattle High School students with caring adult mentors and a supportive community. CfY provides a platform for youth to explore issues that impact them. CfY activities are youth-centric providing youth power, voice and choice in the program. CfY views youth as capable and powerful; and adults as adults are collaborators and opportunity brokers. CfY seeks to leverage the mentoring relationship to disrupt racism and oppression and make impactful social change.

### **Position**

The Development & Communications Manager creates and implements development and communications programs to promote CfY including events, campaigns, website, brochures, fact sheets, and social media. In partnership with the Executive Director, develops and implements fundraising strategies including reaching out to individuals and firms to solicit donations. Receives and acknowledges pledges or funds from contributors. Ensures accurate donor database, producing reports on fundraising results. Designated staff lead for annual gala. Oversees Communications and Development intern(s) and other volunteers, e.g., event volunteers, phone banking volunteers, etc.

### **Responsibilities**

#### **Development**

- Work with the Executive Director to develop and implement the development plan, including setting and monitoring campaign/event goals, messaging, collateral, training, volunteer management, and donor acknowledgment.
- Conducts donor research (web) and pulls reports from DonorPerfect for analysis, and major gift cultivation
- Manages Community for Youth's online giving pages. Tracks participation and fulfillment of fundraising campaigns.
- Inputs, tracks and updates donor information in DonorPerfect. Enters and processes all gifts received and ensures they are coded correctly.
- Creates and manages mailings and mailing lists for all invitations, save the dates and mailing campaigns throughout the year.
- Conduct quarterly maintenance within DonorPerfect to ensure data integrity.
- Work with the bookkeeper and Executive Director to reconcile accounts and sync systems.

- Drafts accurate, personalized and timely donor recognition for gifts; ensure thank you notes go out within 48 hours.
- Collects volunteer hours from departments and input into the donor database.

### **Events**

- Designated gala lead. Convenes and facilitates gala committee meetings, oversees event coordinator, procures auction items, sponsorships and table captains.
- Provides logistical and event support for annual Gala, house parties and other events.
- Create and send e-invitations and e-save the dates via Constant Contact.
- Procures auction items for Gala. Conduct outreach and manage relationships with Board members for procurement. Tracks all procurement using Greater Giving.
- Coordinate volunteers for the Gala and special events.

### **Communications**

- Manage's the research and development of content for publication of products. Actions directly impact fundraising and program department performance.
- Complete management of CfY website. Ensuring up to date, dynamic, informative and engaging.
- Develop and implement communications plan with fresh content for scheduled postings, e-newsletters and website. Maintains a regular presence on Twitter, Facebook, LinkedIn, Instagram, YouTube and other platforms as necessary.
- Oversees collection of relevant content posted to weekly blog.
- Maintains and updates Constant Contact database, sends newsletters from Constant Contact, reviews Constant Contact analytics for improvements.
- Keeps updated on CfY news and events to promote via social media.
- Works with Executive Director and program team to develop content of general quarterly newsletter, student/mentor newsletter and alumni newsletters. Sends out newsletters via Constant Contact.
- Acts as photographer when needed, or coordinates with volunteer photographer, edit photos/videos for use in CfY collateral/social media.
- Work with volunteers/consultants to update/create CfY video
- Prepare materials for all upcoming donor and outreach meetings
- Create external facing templates for fliers and other collateral

### **Other Duties as Assigned**

- Perform other administrative support duties as assigned.
- Assists with program activities as needed

### **Experience, Skills and Desired Qualities**

- Bachelor's degree or equivalent experience.
- Experience planning and implementing communication, development and event strategies.
- Ability to use creativity to generate interesting and appealing content and collateral.
- High customer service orientation and skills and attention to detail.
- Ability to succeed in a small, fast-paced organization.
- Ability to work with confidential information.

- Proficiency in the Microsoft Office Suite with particular aptitude working with Excel.
- Experience working with WordPress or another website platform or knowledge of HTML.
- Familiarity with social media platforms, including Facebook, Twitter, LinkedIn and YouTube.
- Prioritizes effectively. Spends his/her time and the time of others on what is important.
- Experience using donor CRM database preferred (eg. DonorPerfect, GreaterGiving, etc.)

### **Work Environment**

The work environment conditions described below are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Daily scheduled work hours are between the hours of 9:00 and 5:00, though some evening and weekend work will be required, in which case flex time will be awarded.
- There will be adaptations for COVID-19 related challenges, and working remotely in accordance with local and state standards.
- This is a Seattle-based position which will regularly require in-person presence.