



675 Hegenberger Road, Suite 100
Oakland, CA 94621
510.667.7694 (t), 510.667.7639 (f)
www.beyondemancipation.org

Beyond Emancipation Development Manager

Do you want to use your stellar people skills to raise support for current and former foster youth? Do you want to marry your passion for social justice with your savvy development and communication skills? If so, then we are looking for you!

ORGANIZATION OVERVIEW

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, productive lives. Since 2010 B:E has worked to develop, integrate and now disseminate an approach to services based on coaching principles and techniques. The resulting model: *Creative Connected Resourceful and Whole* ensures youth have support to build capacity, expand possibilities and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency and wellness.

B:E has grown rapidly since it was founded in 1996. Our budget for 2017-18 is approximately 4.2 million. Contracts with the Social Services Agency (SSA), corporate and foundation grants, and individual donors support our work. The office environment is friendly, casual, mission-focused, and fast-paced. More information is available at: www.beyondemancipation.org.

B:E is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

POSITION OVERVIEW

B:E is seeking a Development Manager to join our highly collaborative development team during an exciting period of growth. At heart, this is a job for someone who loves building relationships and creating supporting materials, as the manager will be responsible for a portfolio of donors and external communications content and design. In addition, you'll support donor engagement events. There is a lot of opportunity to work collaboratively with all directors and managers with the potential for assuming greater leadership.

This is an excellent position for an ambitious and talented professional. Best of all, you'll be making a profound and lasting impact in the lives of hundreds of current and former foster youth in Oakland.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Administration and Systems (10%)

- Recording donor cultivation activities and follow-up steps, generating reports and queries.
- Support ongoing efforts to increase efficiencies and strengthen systems to build relationships with donors

Development and Organization Communications (30%)

- Create meaningful & mission-focused content for external communications.
- Develop content for and manage production of annual report, annual newsletter, bi-monthly e-news and other collateral material
- Support organization in updating brand and messaging with a consultant.
- Manage organization's website; working with consultants on major updates.
- Lead efforts for consistent Social Media presence on Facebook, LinkedIn and Twitter

Individual Donors and Events (60%)

- Manage a dynamic portfolio of approximately 25 major gift prospects.
 - Travel locally and regionally to meet with donors up to 20% of the time.
 - Maintain stewardship contacts with donors and work consistently to build trust and advance long-term relationships with donors. Involve donors in the life and activities of Beyond Emancipation to increase and deepen their financial support and broader engagement.
 - Participate in all aspects of the gift cycle, including:
 - Initiate contacts with potential major gift donors.
 - Develop appropriate cultivation strategies
 - Move potential donors in an appropriate and timely fashion toward solicitation and closure.
 - Make solicitations when appropriate.
 - Support in the execution of donor engagement events
 - Adhere to the highest ethical standards, demonstrate empathy, maintain a positive attitude, and show sensitivity to the needs of the donors and the culture of Beyond Emancipation.
 - Serve as an advocate of Beyond Emancipation in the community, with local and regional leaders, alumni organizations, business and corporate partners.
 - Be active and involved in the advancement profession, and actively work to build skills through education and training.
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- Serve as a member of the Development Team and work with Director of Development to establish strategic objectives and annual budget for the department.
 - Supervise consultants, contractors, volunteers and interns as needed.
 - Other responsibilities as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As mandated by Community Care Licensing (CCL), an offer of employment for this position will be contingent upon successful completion of a background check, including fingerprinting. The successful applicant will also have TB test clearance, possess a valid California driver's license, and maintain a clean DMV record.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Qualifications:

- A minimum of three years' experience of development and communications experience.
- Demonstrated track record of managing a portfolio of individuals, soliciting and securing sales or major gifts. Record of setting and meeting goals to expand an organization's supporters and increase revenue.
- Persuasive verbal and written communication skills, and the ability to relate to and communicate with a wide array of constituents.
- Skilled in crafting powerful, compelling written and oral messages to achieve organization goals.
- Demonstrated ability to develop and maintain positive relationships with donors, volunteers, Boards of Directors, colleagues, partners and the public.
- Ability to work independently, establish and balance priorities, multi-task, and meet deadlines.
- Ability to analyze data and develop strategic approaches.
- Proficiency with Microsoft Office and donor/customer relationship databases, NeonCRM preferred.
- Experience with Adobe Creative Cloud - InDesign, Illustrator, Photoshop, etc
- Commitment to social justice and passion for Beyond Emancipation mission.

Other Requirements

- Hours of work - 40 hours per week with early morning, evening and weekend work as required
- Travel – Employee will travel to donor meetings and events up to 30% of the time
- Car – Local travel requires use of a personal vehicle, and employee will be required to maintain a valid driver's license and good driving record

EQUAL OPPORTUNITY

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

PHYSICAL DEMANDS

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

COMPENSATION AND HOURS

This is a full time, non-exempt, hourly position reporting to the Director of Development. Compensation range for this position is \$58,000 to \$62,000. Benefits are generous, with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick, and personal days, as well as holidays. Voluntary vision and retirement plans are also available.

TO APPLY

Applications will be accepted through February 21st or until the ideal candidate is identified. Early submissions are encouraged, and candidates of interest will be contacted shortly after receipt. Application screening and initial phone interviews will be completed on a rolling basis. In-person interviews and performance tasks will take place on-site.

To apply, please send a resume and cover letter outlining your interest, qualifications, and where you learned of the position to devmanager@beyondemancipation.org

In addition to your resume, wow us with a cover letter demonstrating why this position is a great fit for you. We can't wait to hear from you!