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Beyond Emancipation

Development & Communications Associate

Do you want to use your stellar 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 and 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, life skills and wellness.

B:E was founded in 1996. Our budget for 2018-19 is approximately 4.2 million with around 40 fulltime staff. Contracts with the Social Services Agency (SSA), corporate and foundation grants, and individual donors support our work. The organization operates out of two office suites and three community houses in East Oakland. The office environment is friendly, casual, mission-focused, and fast-paced. More information is available at: www.beyondemancipation.org.

POSITION OVERVIEW

B:E is seeking a Development & Communications Associate to join our highly collaborative development team during an exciting period of growth. At heart, this is a job for someone who is creative and loves details and keeping things organized, as the Associate is responsible for the administrative operations of the development and communications department. In addition, you'll use your project management skills for communications, social media, events, and other donor engagement activities. There's a lot of variety in this position to give you experience in different types of development work and the chance to build a wide range of skills.

This is an excellent position for an ambitious and talented professional eager to grow in his/her career. 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

Communications

- Create and manage meaningful & mission-focused content for external communications
- Design communications materials, including print newsletters, e-news, event materials, social media graphics, etc.
- Manage B:E's website for accurate, up-to-date content
- Lead efforts for regular, consistent social media presence
- Push key messages and the organization's branding across all media, including social media

Development Administration & Outreach

- Manage donor database, including gift and grant processing, sending acknowledgement letters, recording donor cultivation activities and follow-up steps, generating reports and queries, and supporting the Development Manager to improve audience segmentation for effective donor engagement and retention
- Support ongoing efforts to increase efficiencies and strengthen systems to build relationships with donors
- Schedule and notice development, leadership team, partnerships, board and board committee meetings including meeting logistics and pre and post meeting communications and follow-up
- Assist Development Director in maintaining grants calendar of applications and reports

Project Support

- Support in the execution of fundraising appeals and newsletters
- Support in the execution of donor engagement events
- Conduct preliminary research on prospective corporate foundation and individual donors
- Support program staff in managing volunteers
- Perform other project support and duties as assigned

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.

- A *minimum* of two years of full-time, professional experience, preferably in a development, communications or administrative position
- Highly organized with attention to detail. Ability to prioritize, handle multiple assignments, and quickly adapt to meet unexpected and urgent requests
- Track record of setting and achieving goals and meeting deadlines
- Self-driven and able to work independently, as well as being a fun and flexible team player
- Ability to build collaborative relationships with a variety of stakeholders, including staff, donors, families, and youth
- Growth mindset, loves to learn

- Self-motivated, reliable, enthusiastic, and warm
- Proficiency in Microsoft Word, Excel, PowerPoint, and a working knowledge of website applications, and email marketing software
- Proficiency in basic graphic design (Adobe Creative Suite) and CRM database

SCHEDULE

The Development & Communications Associate will mostly work Monday through Friday with occasional evenings or weekend.

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 Development Manager. Salary range is \$52,000 to \$55,000 depending on experience. 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.

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.

TO APPLY

Applications will be accepted through August 19 or until the ideal candidate is identified. Application screening and initial phone interviews will be on a rolling basis. In-person interviews will take place on site.

To apply, please send a resume and cover letter outlining your interest and qualifications to devcommassoc@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!