



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 you've come to the right place!

ORGANIZATION OVERVIEW

We believe all youth deserve the ability to live healthy, connected, and productive lives. At Beyond Emancipation (B:E), we provide a transformational environment and essential resources for transition-aged youth who have experience in foster care or probation placements to support their efforts to move toward independent adulthood. Under our unique partnership to operate Alameda County Social Services' Independent Living Program, we have the substantial advantage of engaging youth for an entire decade of their lives, from ages 14 to 24.

Founded in 1995, our program services include access to safe host and community housing, post-secondary educational supports, and one-on-one and small group coaching in the areas of life skills, health and wellness, and employment training. All programs are delivered using our signature youth-empowerment, strength-based coaching approach: "Creative, Connected, Resourceful, Whole", created and adopted in 2010. This innovative and successful coaching model provides the information, skills, and supports that enable youth to build resiliency and take responsibility for their own planning and decisions, leading to long-lasting positive change.

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 and writing 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/their 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.

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, equity, inclusion, and belonging - 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 with potential to be leaders in integrating our work and values to transform the lives of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

ESSENTIAL FUNCTIONS

Development Administration & Support

- Manage effective donor relationships and records, including maintaining confidential donor database, processing all gifts and grants, and implementing activities for donor stewardship
- Support in the execution of fundraising appeals, events, and other donor engagement
- Support ongoing efforts to increase efficiencies and strengthen systems to build relationships with donors
- Schedule and support development, leadership team, and board including meeting logistics and pre and post meeting communications and follow-up
- Assist in maintaining grants calendar of applications and reports
-

Marketing & Communications

- Support in the creation and implementation of meaningful & mission-focused content for external communications
- Manage B:E's website for accurate, up-to-date content
- Lead efforts for regular, consistent social media presence and track metrics
- Interview and collect stories from youth in programs

QUALIFICATIONS

- 1-3 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
- Self-motivated, reliable, enthusiastic, and warm
- Proficiency in Microsoft Word, Excel, PowerPoint, and a working knowledge of website applications, email marketing software, and CRM database

COMPENSATION

This is a full time, non-exempt, position reporting to the Development Manager. Salary range is \$51,000-\$60,000. Benefits are generous, with 80% paid employee health and dental insurance and 50% dependent coverage. Paid time off includes vacation, sick, and wellness days, as well as holidays. Voluntary vision and retirement plans are also available.

HOW TO APPLY

To apply, please send a resume and a cover letter outlining your interest, qualifications, and how you learned of the position to the following email: hiring@beyondemancipation.org, with 'Development Associate Application' in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible.