



## Development Manager Job Description

*Do you want to marry your passion for social justice with your savvy writing skills? Do you get excited about creating change in your community by inspiring people to give back? And, are you eager to make an impact on the lives of young people in Oakland? If so, you might be a great fit for Development Manager at Beyond Emancipation!*

### **ABOUT B:E**

B:E's mission is to support young people as they imagine and create their own life beyond foster care. Through B:E's innovative coaching model, youth discover their own potential, take responsibility for their own decisions, and plan their futures with the support of an adult who follows their lead. B:E provides a transformational environment for transition age youth, offering programs that include access to safe housing, educational supports, and coaching in the areas of life skills, health and wellness, and employment training.

B:E's core values are at the heart of everything we do, and we look for individuals who share our commitments:

- **YOUTH-CENTERED:** We put youth first.
- **EQUITY:** We are committed to leveling the playing field.
- **TRANSFORMATION:** We are agents of change.
- **COMMUNITY:** We are in this together.
- **CONTINUOUS LEARNING:** We strive for excellence.

### **POSITION OVERVIEW**

B:E is seeking a Development Manager who is excited to craft the perfect sentence, create meaningful and joyful experiences for donors, and highlight stories of the resilient young people B:E supports. If you want to roll up your sleeves and strengthen your development skills in a fast-paced, collaborative, supportive environment, then we are looking for you.

The Development Manager plays a critical role in B:E's ability to maintain and expand its impressive support from individual donors which has doubled in the last four years. You will bring creativity, an eye for detail, strong project management, strategic thinking, people and communication skills, and passion to the team. This is an excellent position for an ambitious and talented development professional looking to expand into a leadership role. Best of all, you'll be making a profound and lasting impact on the lives of hundreds of youth in Oakland.

## **ESSENTIAL FUNCTIONS**

### **Individual Giving Program**

- Oversee the implementation of an individual giving program, including: manage a well-defined stewardship process, write and manage the process of sending mailed and online appeals, thank-you messages, impact reports, and outreach to donors.
- Retain and upgrade mid-level donors, identifying and communicating with individuals through a clearly documented series of touchpoints designed to increase connection to the organization.
- Build and use a knowledge-base of donor communication best practices to increase donor retention and upgrading rates through creating experiences of meaning and joy for B:E donors.
- Implement and manage a small number of strategic donor events throughout the year in collaboration with Director of Development and Board of Directors.
- Manage donor database strategy and processes for optimized systems and donor experience, including collaborating with the Development Associate who is responsible for data entry.
- Support ongoing efforts to increase efficiencies and strengthen systems to build relationships with donors.

### **Communications & Outreach**

- Create and oversee B:E's external communications strategy and workplan in alignment with a social justice and equity approach, development best practices, and always centering youth voice, including: social media, e-blasts and website in collaboration with the Development Associate who supports with implementation.
- Oversee the collection and telling of diverse and inclusive stories about B:E participants and alumni.
- Develop and manage B:E brand assets including key messaging, look and feel, and data and content libraries.
- Serve as a B:E ambassador with community outreach and partnerships, including overseeing corporate and individual volunteers.

### **Grants**

- Manage B:Es grants calendar in collaboration with the Director of Development.
- Conduct preliminary research on prospective foundation, corporate and government funders.
- Support with writing and editing grant applications, correspondence and funding-related materials.

## **QUALIFICATIONS**

- Four years of related development and communications experience
- Excellent verbal and written communication skills with comprehension of donor-centric communications and the ability to relate to and communicate with diverse constituents

- Skilled in crafting powerful, compelling written and oral messages to achieve organization goals
- Ability to work independently, establish and balance priorities, multitask, and meet deadlines with enthusiasm and warmth
- Ability to build collaborative relationships with a variety of stakeholders, including staff, donors, and youth
- Flexible, collaborative, with an eye for detail and excited to work in a fast-paced environment
- Proficiency in Microsoft Suite, graphic design (Adobe and Canva), and a working knowledge of website applications, email marketing software, and CRM databases
- Commitment to social justice and passion for Beyond Emancipation's mission

### **COMPENSATION**

This is a full time, exempt, salaried position. The starting salary range is \$70,00 to \$74,000. Benefits are generous, with 100% paid employee and 80% dependent medical care coverage. Dental coverage is 100% paid by B:E. Paid time off starts with 15 days of vacation (increasing over time), 12 days of sick leave, 4 wellness days, as well as 13 holidays. Voluntary vision, matched retirement (up to 3%), and pre-tax flexible spending accounts for medical and dependent care cost 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: [hring@beyondemancipation.org](mailto:hring@beyondemancipation.org), with '**Development Manager**' in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible.

### **EQUAL OPPORTUNITY**

To better serve youth, B:E strives to build and strengthen a diverse organization, where every staff member is heard, valued, and supported to advance B:E's mission. B:E staff is majority people of color and many staff have lived experience in the foster care system. We are committed to living diversity, equity, inclusion, and belonging in our staffing, programming, and values. B:E is an equal opportunity employer, and we strongly encourage diverse candidates to apply.

### **HYBRID WORK ENVIRONMENT**

B:E is committed to the safety, wellness, and health of our staff. We offer a flexible hybrid work environment where staff can decide with their manager the best schedule and location of work, based on their personal needs and their role within the organization. Some B:E staff work in-person almost every day, and some work from home almost every day. Most staff work in-person 2 days per week.

**COVID-19 SAFETY**

B:E is committed to keeping staff and youth safe and promoting the health of our community. B:E complies with the county, state, and federal COVID-19 guidelines and policies through our comprehensive COVID Prevention Plan.