



## Job Description

### YDEKC Fundraising and Communications Manager

#### Overview:

Youth Development Executives of King County (YDEKC) connects, strengthens and amplifies the leaders of youth serving organizations so that all Black, Indigenous and youth of color thrive. YDEKC is a diverse coalition of youth-serving community based and nonprofit organizations across King County. With a focus on equity, our members embrace a youth development approach to support young people to reach the future they envision. Our members partner with schools, communities, and families, to ensure every young person has what they need to learn, grow, and thrive. YDEKC strives to center antiracist policies and practices in our work to ensure that leaders at every organizational level have opportunities to strengthen their skills and peer networks to advance along their own pathway. We also work to strengthen the youth development field through advocacy and awareness raising of the critical work that our sector does to build the ecosystem of supports young people need to thrive. See [www.ydekc.org](http://www.ydekc.org) to learn more about us.

#### Location:

YDEKC is currently a fully remote organization through July 2021. Upon ability to renew in person activities, YDEKC staff will be able to continue to work regularly from home, with an option to have shared desk space within our fiscal sponsor, School's Out Washington's office at 801 23<sup>rd</sup> Avenue S., Seattle, Washington. Staff meetings and programming will eventually move to a hybrid of online (mostly Zoom currently) and live meetings at various locations throughout King County on a regular (weekly) basis; candidate will need to live in Western Washington by fall 2021.

**Position Summary:** The Fundraising and Communications Manager is a new position that will build on YDEKC's 10 years of supporting the youth development field, by managing YDEKC's communications and fundraising activities. Communications responsibilities will include supporting online communications including newsletters, social media, and website and occasional print pieces. Fundraising responsibilities will include staffing our fund development committee, building an individual donor program, supporting annual membership pledge drive, and grant writing.

**Reports to:** YDEKC Executive Director, Jessica Werner

#### Responsibilities:

##### Fundraising & Donor Stewardship

- Support the Executive Director and the Fund Development Committee in establishing and implementing a comprehensive fund development plan to advance YDEKC's mission;
- Cultivate, maintain, and grow individual donor engagement. Ensure robust and timely donor appreciation;
- With Executive Director, identify 10-15 major donor prospects and develop individual cultivation and solicitation strategies;
- Collaborate with Database and Administrative Assistant to manage donor database, including entering, acknowledging, and recording all donations and donor information (donor stewardship);
- Identify prospects and appropriate opportunities for building relationships with private, public and corporate philanthropy;
- Support grant management activities including tracking opportunities and deadlines, writing and submitting grant proposals, and managing reporting requirements;
- Lead the design of donor engagement events in collaboration with the Executive Director and Fund Development Committee.



### **Communications**

- Build and implement communication plans and strategies that will broaden member engagement and amplify YDEKC member stories to expand reach and understanding of youth development programs;
- Write, produce, and curate compelling content for the website, social media, press releases, publications, and other communications;
- Develop YDEKC's storytelling style to broaden reach and understanding of the breadth and diversity of the youth development sector, and amplify the voices of YDEKC members;
- Manage and oversee maintenance and improvements of YDEKC's Wordpress website;
- Solicit content, draft, and produce monthly YDEKC e-newsletter;
- Oversee implementation of and adherence to visual and written style guidelines.

### **Other Responsibilities**

- Address racism, sexism, heterosexism, and other discriminatory practices
- Work toward racial equity through undoing institutional and structural racism
- Support overall office functionality and organization
- Participate in staff meetings, retreats and other collaborative team activities
- Serve as an excellent ambassador for YDEKC and School's Out Washington at all times both formally and informally
- Other duties as assigned

### **QUALIFICATIONS & COMPETENCIES**

- Experience in nonprofit fundraising, including experience with individual and major donor cultivation; 3 or more years preferred;
- Strategic communications/marketing experience including print and social media/web design;
- Understands the unique role of coalitions and intermediaries, as opposed to direct-service organizations;
- Strong written, analytical, and interpersonal communication skills;
- Skilled, experienced and detail-oriented, with strong follow-through, demonstrated ability to solve problems, ability to meet tight deadlines and manage resources effectively;
- Ability to work independently and as part of a collaborative team;
- Commitment to and experience working toward racial equity in education systems and youth development;
- Strong computer proficiency, especially with Zoom, Microsoft Suite including Teams, Sharepoint, Word, Excel, and Outlook, as well as design and website management;
- **Competencies:** community-building, creativity, initiative, collaboration/partnership, ethics and integrity, project management, facilitation, attention to detail, flexibility, fostering diversity, racial equity, and social justice.

### **Hours and benefits:**

40 hours per week, Monday-Friday, with rare exceptions for evening or weekends  
Fair Labor Standards Act (FLSA) Classification: Exempt

Salary: Starting Range is \$55,000 - \$60,000 annually.

Generous benefit package including medical, dental, vision, long-term disability, retirement, work-from-home stipend, and paid time off policy.



YDEKC is fiscally sponsored by School's Out Washington (SOWA), an Equal Opportunity Employer. YDEKC and SOWA are committed to addressing racism, sexism, heterosexism and other discriminatory practices, and to working toward racial equity through undoing institutional and structural racism. Women, People of Color, and LGBTQ+ individuals are encouraged to apply.

#### **HOW TO APPLY**

Interested candidates should send their resumes and cover letters as one document to [jobs@schoolsoutwashington.org](mailto:jobs@schoolsoutwashington.org) with the subject line **"YDEKC Fundraising and Communications Manager."**

Cover letters should be no more than 2 pages and should outline how your professional background, experience, and interests specifically correlate to the position and Youth Development Executives of King County's mission and work.

**The position is open until filled. Applications received by Tuesday, March 16, 2021 will receive full consideration.** Applications will continue to be accepted after this date. However, preferential consideration is given to those resumes submitted by March 16, 2021. The announcement will remain posted until the position is filled.