



**POSITION TITLE:** Manager of Individual and Corporate Giving, Senior Staff  
**REPORTS TO:** Youth Speaks Executive Director  
**PURPOSE:** The Manager of Individual and Corporate Giving will work closely with the Executive Director and the Managing Director in meeting the fundraising goals for the organization.

### **ABOUT YOUTH SPEAKS**

Founded in 1996, Youth Speaks is a multi-faceted organization that understands and believes that the power, insight, creativity, and passion of young artists can change the world. In addition to a wide variety of arts education, youth development, and presentation programs that serve thousands each year in the Bay Area, we house a repertory theater company (The Living Word Project) that commissions and produces internationally-recognized new work in new aesthetics, host an annual gathering of young poets and poetry organizations from throughout the world (Brave New Voices), and have built a network of like-minded organizations developed on our model throughout the country.

We are a dynamic and vibrant organization focused on building out our infrastructure for long-term sustainable impact in the field, locally and nationally. We believe that it is our organization's larger mission to set a standard in arts education and presentation for youth and emerging artists, and also that this high standard and cutting-edge approach applies equally to our organization's pedagogy, methods, and operating practices. We are fortunate to employ many of the nation's leading spoken word and hip-hop theater artists; we wish to also highlight the nation's leading nonprofit youth advocates and professionals.

This new Manager of Individual and Corporate Giving position will provide a seasoned fundraising professional the chance to work closely with a strong, diverse, and young staff and a distinguished board as part of an organization that is recognized as a leader in the fields of youth development, arts education, presentation, hip hop theater, and spoken word. The Manager of Individual and Corporate Giving will help to lead an organization that places high value on innovation, sound management, strategic planning and program execution.

### **PRIMARY FUNCTION:**

The Manager of Individual and Corporate Giving will work with the Executive Director and Managing Director to build, lead, and grow the development practices of Youth Speaks Inc. focusing on resource development in support of programs and general operating support of our nearly \$2 million dollar annual budget.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Support the Executive Director and the Managing Director in all aspects of fundraising related to individuals and corporations that include but are not limited to:
  - o Individual donor cultivation (current and new donors);
  - o Follow-up and facilitation of communication to individual donors and corporate giving/sponsorship in a timely and effective manner;
  - o Execution of and follow-up for the annual Friendraiser, an annual individual giving event;

- o Management of all fundraising events;
  - o Directing and implementing our Corporate Giving/Sponsorship program
  - o Supporting the Fundraising committee of the Board of Directors
- Maintain the individual and corporate database (Salesforce);
- Create, review and organize all development materials (corporate decks, e-newsletter, public relation material, annual campaign letter, etc.)

**QUALIFICATIONS:**

The ideal candidate for this position will possess the following qualifications:

- Must have a proven track record as a successful fundraiser in the nonprofit field;
- Two to five years of fundraising experience with a background in individual and corporate fundraising in the non-profit field;
- Must be able to thrive in a diverse environment with a diverse consistency;
- Must be extremely detail oriented and able to follow through on multiple projects/deadlines with minimal oversight;
- Must have strong interpersonal, written and oral communications skills;
- Must be an experienced, effective project manager, with excellent presentation skills;
- Must be flexible and adaptable; and
- Must be technologically proficient in Salesforce database.

**Salary and benefits:** The salary range is competitive and depends on experience. Youth Speaks offers good vacation and health benefits, all of which are included in addition to the salary package.

**Application:** Youth Speaks is an affirmative action/equal opportunity employer, and actively seeks person of color; females; lesbian, gay, bisexual and transgender persons; and disabled persons for this position.

A cover letter outlining why you are interested in working for Youth Speaks and your experience with growing organization and fundraising, along with your resume and list of references can be sent to: [work@youthspeaks.org](mailto:work@youthspeaks.org). Fax: 415.255.9065, or mailed to Work, Youth Speaks, 290 Division Street, Suite 302, San Francisco, CA 94103. All applications will be acknowledged. Applications must be submitted by September 15th, 2008.