



Development Associate Job Description

*“The health of our youth depends on getting youth into nature.
The health of nature depends on getting youth outside.”*

THE OPPORTUNITY

Youth Outside imagines a world where all youth have equitable access to the life-changing benefits of meaningful outdoor experiences. We are the only organization providing grantmaking, capacity-building, and training to ensure all Bay Area youth have the opportunity to live healthy lives and become future champions of our planet.

Since 2013, our award-winning training and grant-making programs have reached nearly 20,000 Bay Area youth and outdoor educators from San Rafael to Gilroy. In 2017, the Association for Fundraising Professionals awarded us Most Outstanding Nonprofit in our budget category, and our grantee Mira Manickam, Executive Director of Brown Girls Surf, was named a Toyota Everyday Hero. We are seeking a motivated, organized, and resourceful Development Associate to join our team as we double our fundraising budget by 2020 and bring our innovative program model to even more partner agencies. The new Development Associate will work alongside the Director of Development to advance our development, communications, and visibility-raising efforts across the Bay Area as we grow in size and impact.

Reporting to the Director of Development, and working closely with a team of five staff members, and a growing network of program alumni, the new Development Associate will support the strategic implementation of our annual fundraising efforts. The Development Associate will provide support to all aspects of Youth Outside’s foundation and corporate partnerships as well as individual donor engagement strategies. The Development Associate will support the Director of Development in managing development operations, researching and drafting grant proposals and reports, and producing compelling donor communications and successful fundraising events. This is an excellent opportunity to bring creativity and innovation while expanding both leadership and knowledge across multiple aspects of fundraising.

OUR TEAM

You will join a collaborative team of self-motivated leaders who value equity, cultural relevancy, and inclusion as building blocks for effective work. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other and our training participants, and we offer multiple opportunities for professional growth. As we pursue our vision of a world where all youth have equitable access to meaningful outdoor opportunities, we meet our communities where they are.



KEY RESPONSIBILITIES

Development Operations

- Manage the Donor Engagement Calendar, including tracking all deadlines and activities for LOIs, proposals, and reports as well as identifying opportunities for Board and staff to participate in fundraising efforts
- Oversee our donor database (eTapestry CRM), including processing gifts, grants, and new donor records
- Manage the creation of reports to reflect how prospects are moving through the fundraising cycle
- Working with the Director of Development to implement new systems and processes to continuously improve how we use donor and prospect data

Donor Research and Cultivation

- Support the Director of Development and CEO in managing relationships with prospects, donors, Board members, and alumni, including processing gifts, crafting thank you notes, writing donor and prospect correspondence, and conducting other cultivation activities
- Research new donor prospects and analyze prospect data as we grow our movement of supporters
- Help coordinate annual fundraising events (1-3 per year)
- Draft grant reports and collect program impact data to support our foundation relationships
- Prepare materials to engage current supporters including letters, reports, and other communications.
- Assist the CEO and the Director of Development in preparing fundraising updates for the Board

Donor Communications and Stewardship

- Steward our donors through customized notes and letters
- Manage info@youthoutside.org, including donor acknowledgments and fundraising inquiries
- Help design and disseminate fundraising appeals through web, social media and email
- Support the design and distribution of our Annual Report, event materials, and other communications

QUALIFICATIONS

Our ideal candidate brings the following qualifications, competencies, and values:

- Ambitious and organized problem-solver with an interest in learning about fundraising, communications, sales, or customer service, ideally at a growing organization
- Passion for advancing social and environmental justice
- Strong personal interest in and appreciation of the outdoor education field and environmental activities, including an understanding of the positive benefits of nature-based activities
- Strong writing, editing, and research skills, including attention to detail
- Curiosity to learn and use fundraising databases and reports (eTapestry preferred)
- Resourceful and detail-oriented systems thinker who will create and support development operations



- Willingness to try new things, such as participating in quarterly team-building activities
- Ability to work effectively and independently on a team with limited clerical support
- Curiosity to learn and apply fundraising best practices as well as innovative new approaches
- Knowledge of principles and practices of fundraising a plus
- Event planning experience a plus

COMPENSATION AND BENEFITS

Compensation commensurate with experience. Benefits include: generous vacation, paid health and dental premiums, a supportive team culture, and an annual stipend for individual professional development activities. Opportunity to join an employer-sponsored retirement plan. This position is full-time non-exempt position, based in downtown Oakland, CA.

ATTRACTING CANDIDATES FROM ALL BACKGROUNDS

Youth Outside is an equal opportunity employer and values diversity among its applicant pool as well as within its staff. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law. We strongly encourage people from all backgrounds to apply for open positions. Most importantly, no matter their background, the person selected for this position must embrace, advocate for, and deeply value equity, cultural relevancy, and inclusion.

TO APPLY

Please send a cover letter and resume to:
Alberto Galindo, Director of Development
alberto@youthoutside.org
www.youthoutside.org