



Development & Communications Manager Position Description

December 2018

Job Title: Development & Communications Manager

Job Summary: Development & Communications Manager of Youth Art Exchange (YAX) manages development and communications strategies and partners with YAX staff, Advisory Board, Youth Advisory Board, and key stakeholders to increase funding, resources, visibility, and philanthropic investment in YAX's sustainability. By developing and implementing fundraising and communications strategies aligned with our vision, the Development & Communications Manager is a public spokesperson and mobilizer of others to support our work.

This position reports to the YAX Executive Director. This is a full-time position with benefits.

About Youth Art Exchange:

Our mission is to *spark a shared creative practice between professional artists and public high school students, furthering youth as thinkers, leaders, and artists in San Francisco*. We commit to serving public high school students, focusing on low-income students and students of color, through free, high quality arts education and youth leadership development programming. We create opportunities for students to gain arts, leadership, and creative sector skills through community art projects.

We love working here! We have a flexible and creative working environment that allows us to explore our own passions in youth and community arts programming. Our office does (4) 10 hour days so we are generally able to work Monday through Thursday and occasionally work some hours from home. Our staff engages in the artistic community that thrives at YAX.

ESSENTIAL RESPONSIBILITIES (*Other duties may be assigned.*)

Fundraising (75%):

- Oversee fundraising efforts, donor communications, track deadlines, and special events related to the organization's fundraising initiatives, setting, tracking, and maintaining fundraising goals.
- Responsible for integrity of systems and data, including acknowledgement of gifts, donor data tracking, reviewing dashboards, grant reporting, and all record keeping, are maintained in an accurate and timely way and proactively make improvements to systems and infrastructure
- Collaborate with the Executive Director to ensure on-time submission of letters of inquiry, grant proposals (including partnership with youth and program staff to develop youth grant proposals), and reports to foundations, corporations, and government supporters
- Partner with the Executive Director to manage an active portfolio of government, corporate donors, private and family foundations and prospects and prepare and track progress towards goals and site visits
- Be the center of our philanthropy department and work as a cross-functional superhero within the organization by:
 - developing ways to engage donors with programs and program participants to demonstrate impact of YAX work
- Engage key constituents as ambassadors for the organization, including working with the Youth Advisory Board and parents to increase grassroots fundraising

Communications (20%):

- Develop and maintain the funder communications plan, website, social media, marketing materials, and other fundraising tools.



Development & Communications Manager Position Description

December 2018

- Execute communication strategies for developing and/or strengthening relationships with donors and stakeholders
- Engage the youth, Youth Advisory Board and Advisory Board in campaigns and ongoing outreach
- Manage our newsletter and other written pieces for print or website
- Plan and delegate print material design and completion by staff, youth, and contractors
- Help organize events, helping to manage logistics, communications, sponsors, and resources
- Help consistently capture and share lessons learned

General Operations (5%)

- Collaborate with staff in making strategic decisions affecting YAX's future
- Engage in professional development opportunities, participating in trainings and conferences provided to staff
- Participate in staff meetings, attend events, and otherwise contribute to strengthening the roots within our community

We are looking for someone who is aligned with our values of

- Improving arts education
- Amplifying voices
- Valuing artists
- Embodying excellence and equity in youth arts education
- Being by artists, for artists, and
- Growing resources for our community

Desired Skills:

- Have a B.A. or equivalent experience and/or 2-5 years experience in nonprofit fundraising or other relevant experience
- Ability to take initiative, work autonomously, prioritize tasks, and manage details
- Strong written and oral communication skills (fluency in another language a plus)
- Outstanding organizational and interpersonal skills (especially with youth)
- Adept computer skills – including fluency in Google Suite, experience with social media platforms and database management (Salesforce and City of San Francisco DCYF CMS preferred)
- Experience working well on a team, handling multiple assignments, and meeting deadlines
- Willingness to work occasional weekends and evenings
- Talented when it comes to writing and telling stories
- Have an eye for creating efficiencies and keeping track of details
- Ability to develop trusting relationships with diverse individuals from different backgrounds

Physical requirements include: prolonged sitting at a desk, working on a computer keyboard, writing, reading, lifting and moving objects up to 25 lbs, attending meetings

Application Process:

Please submit the following to reed@youthartexchange.org by January 15, 2019. For more information visit www.youthartexchange.org or email reed@youthartexchange.org.

- **Cover letter** introducing yourself, interest to the position, and connection to our mission.
- **Résumé**