

Job title: Development Specialist
Reports to: Executive Director
Salary: \$50,000
Position type: CONSULTING
Hours per week: 25 hours per week
Positions available: 1

How to apply: Review www.fabyouthphilly.org to fully learn about and understand the variety of work we do at Fab Youth Philly (FYP). **Please respond to these three questions in your cover letter:**

1. What is your approach to fundraising and development and how would you see this approach working well for Fab Youth Philly?
2. What experiences do you have finding grants, writing grants, engaging with donors, and creating development plans?
3. What experience do you have cultivating individual donors?

Send your cover letter and resume to: Rebecca@fabyouthphilly.org

About us: [Fab Youth Philly](http://www.fabyouthphilly.org) (FYP) is a Philadelphia-based youth development organization that provides innovative, award-winning programming for youth, with a focus on creating workforce development opportunities for teens ages 15-19. Our summer and afterschool jobs are designed to meet teens' developmental needs: establishing financial independence, exploring their passions and interests, and building positive relationships with peers and adults.

Position Summary: Fab Youth Philly is seeking to hire a Development Coordinator to work with our Executive Director, Board of Directors, and other staff to lead us forward into our next phase of sustainable fiscal growth. Our current operating budget is approximately \$856,000, and our funding comes from contracts, grants, foundations, and some individual donors. We have been in operation since 2015, gaining 501c3 status in 2020. In 2022, we hired our first Fundraising Manager and with them, created strong and effective templates, trackers, and successful grant applications. We are at the phase of organizational growth where we are looking to apply for more complex grants (state, federal, etc.) and to develop a more comprehensive fundraising strategy that includes corporate donations and high-wealth individual donors.

The core responsibilities of this position include but are not limited to:

- Work with Executive Director to **create a 3-year development plan** that strengthens and diversifies our funding;
- **Investigate and pursue** local, state, and federal grant funding opportunities;
- With the Executive Director **establish new partnerships with corporate sponsors**;
- Researching, cultivating and writing grants to **foundations, and stewardship of relationships**.
- **Establish and implement individual donor strategy**;
- **Grant writing**, including all phases of the grant submission process (managing the technical requirements and ensuring accuracy);
- **Grant management** and tracking including submitting timely and accurate reports;
- **Periodic site visits** to help capture and communicate the stories of our programming; and
- **Assist in translating data and qualitative evidence** into informative materials to be used in development efforts (annual reports, newsletters, other correspondences).

Fab Youth Philly seeks candidates who value and demonstrate the following competencies:

- Effective communication

- Exceptional organization, time and project management skills
- Personal accountability
- Takes pride in a job done well

Requirements:

- **A proven track record** of leading successful fundraising and development campaigns
- **At least 5 years of development experience and 2 years of experience** applying for state and /or federal grants
- **Knowledge of the Out of School Time (OST) and youth workforce development landscape** (local, state, and national)
- **Effective written and verbal communication** with various stakeholders: Executive Director, Board of Directors, Funders, Program Officers
- **Project and time management:** able to prioritize and work on multiple projects at once in service of our commitment to our various stakeholders
- **Experience working at or for a small nonprofit organization**
- **A belief in our mission**
- **Computer skills:** comfortable with and proficient using Microsoft suite of products including Word, PowerPoint, Excel, Teams, OneDrive and SharePoint; Google Docs, Dropbox and other productivity apps;
- **Access to reliable phone/internet service to respond to emails** and to send/receive text messages within 24 hours

Preference will be given to candidates who currently live in Philadelphia.

Timeline & Process:

We will review applications on a rolling basis. While we would like to notify everyone that we have received their resume and whether they are moving forward in the process, and we do our best to do so, however, we are a small team and not able to do that. If selected to move forward, you will be invited to schedule an interview with our Executive Director and 1-3 people from our Finance Committee/Board of Directors.

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Fab Youth Philly is an organization that is working to apply a trauma informed lens to all of the work we do and working to dismantle and avoid perpetrating white-supremacist culture. Fab Youth Philly provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Fab Youth Philly complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Fab Youth Philly expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fab Youth Philly's employees to perform their job duties may result in discipline up to and including discharge.