POSITION ANNOUNCEMENT

"We as a community can help to provide young people with support and direction and I think that this Year Up program is a terrific example of that." - President Barack Obama

Title: **DEVELOPMENT MANAGER** **Location:** National Capital Region (DC Metro)

The Opportunity.

Year Up is an exciting and dynamic organization whose mission is to prepare urban young adults for work and learning in our technology-driven society, guiding them toward successful and rewarding careers and higher education. Founded in 2000, Year Up offers its students a one-year program of intensive technical and professional skills training, paid internships. The Metro Washington, DC office seeks a Manager of Development to join their staff team. The Manager of Development reports to the Metro Washington, DC site's Director of Development. The office is located in the Rosslyn neighborhood of Arlington, Virginia.

The Manager of Development supports activities related to fundraising, donor management, marketing, and events. The Manager of Development will work closely with members of the development team to effectively manage and grow donor relationships and raise the awareness of Year Up's program. Please see more at **www.yearup.org**.

Key Responsibilities:

Donor Management

- Strong grant and foundation writing skills with a proven track record of results
- Create and send donor correspondence (thank you letters, update mailings, etc.)
- Coordinate and track donor management activities
- Cultivate and manage relationships with high potential donors and prospects, including individuals, foundations and government agencies
- Identify and access potential fundraising opportunities
- Create donor status reports
- Support public funding documentation requirements
- Maintain development files
- Provide regular updates to contact database
- Utilize contact database to support contact migration, mailing lists, and labels

Marketing

- Create and update marketing materials
- Maintain marketing material library and respond to materials requests from other sites
- Assist in production of quarterly web-based newsletter
- Update web site (training provided)
- Pursue and respond to public relations opportunities

Events

- Coordinate and manage event mailings (invitations, RSVP lists)
- Provide administrative support for events (graduation, fundraising events, VIP visits)
- Share Year Up's vision and mission with potential donors to "sell" them on program merits

Other

- Serve as student advisor for assigned students
- Facilitate group sessions
- Perform other duties as needed

Qualifications:

- Excellent writing and editing skills
- Working knowledge of computers and Microsoft Office applications, especially Word, Excel, Outlook and PowerPoint
- Excellent attention to detail
- Excellent project and time management skills
- Strong ability to develop and manage relationships
- Strong interest in working with urban young adults
- Bachelor's degree in a related field

To Apply:

E-mail a resume and thoughtful cover letter stating the skills/experience you have that match the qualifications of this position as well as how you heard about the position to Nicolette Berté at jobsncr@yearup.org. Please include "Development Manager" in the subject line. No phone calls please.

Year Up is committed to hiring staff who reflect the diversity of the communities it serves.