



POSITION ANNOUNCEMENT

Title: Foundation Relations Manager

Office: National

Location: Boston, MA

ORGANIZATION DESCRIPTION:

Founded in 2000, Year Up is a non-profit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college credit and corporate internships.

In our tenth year of operation, Year Up will serve more than 1,000 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to open the Chicago site in the summer of 2010. Year Up continues to be recognized as a non-profit leader; we have received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. In 2009, when 75% of non-profits either did not grow or remained flat, Year Up grew its revenue by 23%, enabling us to increase the number of students served by 56% each year since our founding. Much of our success is attributed to our talented and committed staff. Please see www.yearup.org for more information about our program.

POSITION OVERVIEW:

Year Up is seeking an entrepreneurial and results-oriented Foundation Relations Manager to join its Development team to manage all fundraising activities related to national foundation, corporate and government grants. This individual will achieve the annual revenue goals through ongoing prospecting for new relationships and optimization of existing relationships. Reporting to the National Director of Development and External Affairs, the Foundation Relations Manager will identify, cultivate and steward a portfolio of foundation donors, coordinate foundation fundraising activities with seven local site leaders, and support the National Director of Strategic Growth and Impact on securing public grants.

In keeping with Year Up's values, the Foundation Relations Manager will also interact with students as a mentor, group facilitator, and advocate, participating in creating and sustaining a positive educational environment, with trust among students, faculty and site leaders.

KEY RESPONSIBILITIES:

- Create a consistent stream of community and family foundation prospects, corporate prospects and public grant opportunities.
- Research and identify new sources of funding compatible with the organization's mission and programming.
- Write creative grant proposals and presentations that include rational and emotionally compelling articulation of Year Up's success in youth development, post-secondary education, and career training.
- Providing a high level of account management, including strategic plans for each relationship, annual calendar, contract fulfillment, and quarterly reporting.
- Lead relationship management activities including expanding partnerships through engaging mentors, volunteers and event participation.
- Build strong internal relationships with local site leaders to coordinate prospecting and account management of national foundations and corporations to provide funding for site operating and expansion needs.
- Assist National Director of Strategic Growth and Impact in writing grants for influence strategy.
- Establish and implement systems to ensure an effective grant-writing process, including tracking grant application statuses, creating and managing a grants and reporting calendar, and developing high-quality proposal templates.
- Keeping current on philanthropy news and policy reports relating to workforce development and disconnected young adults.



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QUALIFICATIONS

- 5+ years of professional fundraising experience in a fast-paced, entrepreneurial nonprofit environment
- Exceptional writing skills; experience writing and managing grants required
- Relationship management experience with national accounts
- Excellent interpersonal skills and experience building relationships with internal partners
- Ability to speak and write in a compelling way about the organization's funding and programmatic goals
- Professional and resourceful, with the ability to work independently and as a team player, to take initiative and manage multiple deadline-driven tasks and projects simultaneously
- Proven passion for working with urban youth and an unshakable belief in their potential
- Understanding the Opportunity Divide and its drivers
- Commitment to diversity and inclusion
- Bachelor's degree or equivalent experience required

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 **Mirosia Kishenyuk** at mkishenyuk@yearup.org. Please title the e-mail "**National Foundation Manager**" and include how you heard about the position. No phone calls, please.

Year Up is an equal opportunity employer.