



## POSITION ANNOUNCEMENT

**Title:** Donor Relations Manager  
**Location:** National Capital Region

### 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](http://www.yearup.org) for more information about our program.

### POSITION OVERVIEW:

Year Up is seeking a Donor Relations Manager to support the local organization's efforts in fundraising, donor cultivation, marketing and events. Reporting directly to the Senior Development Advisor, the individual in this position will play an integral role in managing and growing donor relationships and raising awareness in the community of the Year Up program. S/he will also work in close collaboration with the members of the development team towards these efforts and to reach quarterly and yearly fundraising and development goals.

### KEY RESPONSIBILITIES:

#### Development/ Fundraising

- In conjunction with the development team, lead creation and implementation of Year Up National Capital Region fundraising strategy as it relates to small and mid-size donors
- Help conceptualize and implement donor cultivation, engagement and stewardship events and campaigns
- Raise Year Up's public and online presence through use of social media, online newsletters, mail campaigns, and other communications strategies
- Develop strategy to convert volunteers to donors
- Cultivate, manage, steward, and track relationships with all individual donors and prospects
- Oversee the preparation of high-quality individual donor correspondence, proposals, reports, mailings, and acknowledgements required to support ongoing fundraising activities
- Work with the development team to plan and deliver high-quality fundraising and development events and marketing and outreach activities, including the 2010 Gala

#### Team/ Learning Community member

- Serve as an advisor for a small number of students
- Participate in, and sometimes facilitate, weekly group sessions with students
- Participate in staff meetings and trainings
- Work collaboratively with the YU team to accomplish any tasks that need to be accomplished at our site

### Qualifications:

- 3 to 5 years of experience in a development or marketing position, preferably in an entrepreneurial nonprofit environment
- Experience developing and cultivating individual donors; a preexisting knowledge of the National Capital Region philanthropic community preferred
- Experience in conceptualizing and implementing fundraising events
- Familiarity with using social media for networking and outreach; proficiency with Microsoft Office applications especially Word, Excel, Outlook and PowerPoint, and development databases
- Strong organizational and time management skills with exceptional attention to detail
- Commitment and passion for the mission of Year Up

- Excellent writing skills
- A professional and resourceful style with the ability to work independently and as a team player, to take initiative and manage multiple tasks and projects at a time
- Bachelor's degree or equivalent experience required.

Salary is commensurate with education and experience. Year Up also offers a competitive benefits package including healthcare, dental, 401(k) match and vacation.

**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](mailto:jobsncr@yearup.org). Please include "Donor Relations Manager" in the subject line. No phone calls please.

For information on Year Up, go to: [www.yearup.org](http://www.yearup.org)

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