



St. Stephen's Youth Programs
Development Associate
May 2019

St. Stephen's Youth Programs is a faith-based provider of year-round out-of-school time academic and enrichment programming. The mission of St. Stephen's Youth Programs is to promote equity in education, employment and opportunity through long-term relationships with youth and their families and communities. Founded in 2000, St. Stephen's Youth Programs have grown to serve more than 800 young people annually in six Boston neighborhoods with a budget of \$1.7 million. While operated like an independent organization, St. Stephen's Youth Programs remains wholly owned and operated by St. Stephen's Episcopal Church. Our offices are located at 419 Shawmut Avenue in the South End of Boston and at 31 Lenox Street in Lower Roxbury.

We are seeking a Development Associate to manage the activities of our Development Office and meet fundraising goals in support of our current and upcoming 2018-2022 strategic plans. This is a 40 hour per week position. Occasional weekend and evening hours may be required.

As the Development Associate, you will work closely with our Director of Development and be a key member of our multi-person development team, which also includes our Director of Leadership Giving and Executive Director and program staff. Specific responsibilities include grants research and writing; management of 15-20 foundation grants annually; assistance with mail appeals and other printed and social media communications; management of smaller donors (up to \$500 annually); and oversight of gift entry and database management. The position requires strong interpersonal, communication and writing skills and effective organizational and management skills.

St. Stephen's Youth Programs is an energetic and thriving non-profit with a committed staff of year-round employees. Personal qualities that indicate a good fit with our organization include:

- Focused: Mission-driven with a strong commitment to young people and social justice for lower income communities
- Flexible: Appreciates and enjoys a diverse and dynamic workplace
- Self-motivated and energetic: Works hard and gets things done
- Positive team player: Pitches into solve problems and meet challenges
- Creative and pragmatic: Willing to try new ideas and solutions and learn from experience
- Organized and responsible: Meets deadlines and goals within cost constraints

Development Associate Overview

Reporting to the Director of Development, provide support for development team (Executive Director, Director of Development, Director of Leadership Giving) to accomplish philanthropic goals of St. Stephen's Youth Programs (SSYP). This is a 40 hours a week on-site position, with occasional evening and weekend hours.

Key Responsibilities

- Manage all aspects of gift processing and acknowledgment (enter gifts into Salesforce, produce thank you correspondence, circulate weekly gift report to development team).
- Support grant writing and reporting activities (research grant opportunities, collect reporting information, manage grant tracking document, manage grants calendar).
- Manage production of Fall and Spring Annual appeals (coordinate list updates and generation, coordinate with printer and mailhouse for timely mailing).
- Coordinate social media postings (Blogs, Facebook, Instagram, Twitter) and regular website updates.
- Support online communication through MailChimp newsletter (Good News) and Annual Report.
- Provide support for special events (Fall luncheon, Advisory board meetings, Spring fundraising event, Volunteer Open Houses, funder site visits).
- Provide administrative support for volunteer program (entering volunteers into Salesforce, tracking new volunteers and follow up).

Qualifications:

- Commitment to SSYP's mission to promote equity in education, employment and opportunity
- 2 – 5 of years of project management experience
- Ability to work collaboratively, collecting information from various organizational stakeholders (staff, volunteers, funders)
- Strong communication (reading, writing, oral presentation) skills
- Proficient with Salesforce, Google Suite, Excel desired
- Ability to manage self and others to deadlines
- Bachelor's degree (or candidacy) or equivalent experience desired