



Position Title: Development and Marketing Manager, Partners for Youth (PFY)

Position Type: Full-time, non-exempt, 30 hours per week

Job Summary: The Development and Marketing Manager is responsible for advancing Partners for Youth's mission by developing and executing strategic fundraising, donor engagement, marketing, and communication efforts. This role reports to the Executive Director and plays a critical part in growing PFY's reach and sustainability.

Reports to: The Partners for Youth Executive Director

Supervision Exercised: None

Compensation: \$28.85 - \$33.65 per hour, DOE

Benefits: Health insurance, Health Savings Account with employer match, Unlimited Paid Time Off, Simple IRA with employer match

Key Responsibilities:

- 1. Build current donor relationships to financially support the achievement of Partners for Youth goals across all strategic initiatives. (30%)**
 - Collaborate with the Executive Director to develop and implement the annual fundraising plan
 - Cultivate and oversee relationships with corporate sponsors
 - Oversee donor tracking systems, recognition protocols, and timely donation processing
 - Develop and distribute compelling donor communications, including mailings, web updates, and fundraising-related emails.
 - Develop programs for donor appreciation, including personalized outreach and recognition events
 - Collaborate with the Executive Director to develop and implement strategies for donor cultivation
- 2. Cultivate new donors to financially support the achievement of Partners for Youth goals across all strategic initiatives. (15%)**
 - Design and implement strategies to expand PFY's donor base and support all strategic initiatives.
 - Build relationships with new individuals, businesses, and community members through intentional outreach.
 - Identify and engage new prospective donors through networking, events, and community involvement.
- 3. Research grant opportunities, write grants, and explore new opportunities to secure funding. (10%)**
 - Collaborate with the Executive Director to write and submit grant proposals
 - Research and evaluate grant opportunities aligned with PFY programs and strategic priorities.
 - Collaborate with the Executive Director to write and submit grant reports as needed

- Maintain an up-to-date system to track deadlines, submission schedules, and reporting requirements.
- 4. Create, budget, market, and execute fundraising events, achieving event revenue goals. (15%)**
 - Partner with the Executive Director to plan, market, and execute annual and special fundraising events
 - Ensure events meet revenue goals and engage diverse audiences, including current and potential donors.
 - Manage event budgets, logistics, marketing materials, and post-event follow-up.
- 5. Create and execute a marketing/public relations plan, including social media. (10%)**
 - Collaborate with the Executive Director to develop and execute an annual marketing and communications plan.
 - Design and produce marketing content (social media, print materials, campaigns) to increase community awareness of PFY's mission and programs
 - Coordinate the monthly Partners newsletter and ensure consistency in voice and branding.
 - Draft and distribute press releases and engage with local media outlets as needed.
 - Represent PFY at public events and support volunteer mentor recruitment efforts in collaboration with mentoring staff.

Required Qualifications:

- At least 3 years of experience in nonprofit fundraising, including demonstrated success in securing major gifts, grant writing, developing corporate relationships
- Demonstrated ability to build relationships with diverse stakeholders
- Passion for serving youth and families
- Strong interpersonal skills
- Ability to maintain confidentiality
- Proficient in Microsoft Office Suite and Google Workspace
- Valid driver's license, personal vehicle, and willingness to drive a 12-passenger van as needed
- Successful completion of a background screening according to the policies of PFY
- Ability to work occasional evenings and weekends

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

We are committed to creating a diverse and inclusive workplace and strongly encourage individuals from underrepresented groups to apply for this position and bring their unique perspectives and talents to our team.

Visit our website: www.partnersyouth.org to learn more about our programs and organization.