



## Communication and Development Director Job Description

**Empower Youth Network** inspires and promotes youth to lead safe, healthy, and successful lives. Youth Development is a strategic priority for the Empower Youth Network, and the elements that are part of our Youth Development Program have been carefully selected to increase youths' attachment to the community and to provide youth with the tools they need to be successful, healthy citizens. These programs include mentoring, suicide prevention, substance use prevention, and career path exploration. We as an organization care deeply about diversity and inclusion, and we are seeking to diversify our team to better serve the Snoqualmie Valley community.

### Position Overview:

The Communication and Development Director will oversee and direct EYN's internal and external communications as well as lead fund development activities.

### Essential Functions:

Development Responsibilities (approx. 60%)

- Develops, implements, and oversees organizational Fund Development plan.
- Meets clearly stated outcomes for Fund Development plan through proactive, organized work.
- Collaborates with and manages the part-time Fund Development Manager.
- Oversees and assists the Executive Director, Staff, and Board with stewardship & cultivation.
- Composes and produces grant applications, proposal letters, reports, and other written materials.
- Implements efforts to secure new and untapped resources in a diversity of areas.
- Works alongside the Executive Director to lead planning and execution of the annual Heart of the Valley Gala. Provides event coordination the night of the event.
- Manages donor relationships through Little Green Light to ensure that documentation, donation tracking, appreciation, acknowledgement, profiles, prospecting, mailing lists etc. are current and accurate.
- Maintains donor relationships with individuals, businesses, foundations, etc.
- Serves as lead coordinator of fundraising campaigns (End-of-Year and Spring Campaigns).

## Communications (approx. 40%)

- Coordinate with EYN staff to implement a big picture, multi-channel marketing strategy.
- Lead the creation of approved content for website, social media, program marketing, external communications (print and digital), internal communications, events, talking points, and FAQs.
- Coordinate support staff in harvesting stories, photos and other media, and executing aspects of marketing and communications strategy.
- Collaborate with Executive Director to create messaging that maximizes fundraising and development outcomes while respecting EYN's core values and goals.
- Create messaging that is inclusive and mindful of EYN's increasingly diverse network of communities and organizations.
- Manage advertising relationships, media, and other public relations relationships.
- Maintain and curate media library: photo & video, organizing, tagging, sharing access.
- Works closely with Program Director to strategize program development, evaluation & measuring outcomes.

## Required Qualifications:

- 3 years of measured, successful development experience.
- 3 years of experience with successful, nonprofit marketing/outreach/public relations.
- 3 years in a management position.
- Excellent written communication skills.
- Knowledge of individual, corporate and foundation giving.
- Knowledge of fundraising event coordination.
- Significant experience (3+ yrs.) leading and managing staff.
- Solid communication skills, including the ability to effectively collaborate with staff and to present at public speaking opportunities.
- Commitment to promotion of equity and inclusion, and demonstrated cultural competence with respect to issues including but not limited to race, gender, sexuality, disability, religion, and class.
- Strong organizational and time management skills, including rigorous attention to detail.
- Ability to think strategically and with vision, and to formulate and execute plans efficiently and effectively.
- Be resourceful and willing to take initiative.
- Effective interpersonal skills, including showing empathy, listening, effective conflict resolution, humor, and flexibility.
- Established commitment to diversity, equity, and inclusion.
- High level skills as a computer user, including databases, Microsoft Office and other Windows applications.

## Preferred Qualifications:

- Passion for and deep commitment to our mission of developing programs that support youth and their families.
- Experience working with the Little Green Light donor management platform.

**Other Requirements:**

- Available to attend meetings, functions, and events after normal business hours on occasion.
- Willing to travel to trainings related to program improvement on occasion.

**Salary:**

\$80,000/year

**Hours:**

40 hours per week/exempt

**Benefits include:**

- 3 weeks of paid time off per year
- 3% employer matching IRA
- Long-term disability insurance
- Professional Development stipend

**Location:**

Riverview School District and Snoqualmie Valley School District areas

**To apply:**

To apply for this position, please email resume to Jami Au, Office Manager, Empower Youth Network, PO Box 910, Carnation, WA 98014 or email items to [apply@empoweryouthnetwork.org](mailto:apply@empoweryouthnetwork.org). This position closes December 17, 2021. Due to the volume of applications and limited resources, only candidates who are being considered for the role will hear back.

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalized folks tend to only apply when they check every box. If you think you might be a good fit for the role, but don't necessarily meet every single point on the job description, please still apply! We'd love to learn more about you!

EYN is an Equal Opportunity Employer. We seek to provide equal opportunity for all persons without regard to race, age, color, religion, gender, gender expression, marital status, sexual orientation, military status, national origin, or any other characteristic protected under the law.

*Disclaimer: The information in this job description has been designed to indicate the general nature and level of work performed by employees in this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees in this job.*