



Young Chicago Authors Development Coordinator Job Description 2021-2022

About the Organization

Through creative writing, Young Chicago Authors helps young people from all backgrounds to understand the importance of their own stories and those of others so that they can pursue the path they choose and work to make their communities more just and equitable. YCA does this through various arts education programs in and out of schools, introducing thousands of young people across Chicago to diverse creative voices and encouraging them to develop their authentic narratives.

For nearly three decades, Young Chicago Authors has seen the transformation that occurs when a young person realizes the power in their voice. Shaping their experiences into an artistic medium helps young people see themselves more fully. A deepened commitment to safe spaces ensures our young people have a community to share their narratives with others and conceptualize their ability to make positive change around them. To this end YCA seeks to have its participants accomplish the following:

- Artistic Learning and expression
- Social and emotional learning
- Academic success and foundational skills

Organizational Values:

Empathy, Innovation, Self-Awareness, Judgement + Teamwork are five of our Core Values that we lead with at YCA. We show these by:

- Belief + Respect in the power of youth voice
- A strong desire to inspire, empower and encourage young people in their artistic development
- Have a clear understanding of the Accountable Space Policies used at YCA, which includes: Respect for diversity + acknowledgement of racism, sexism, transphobia, homophobia, fatphobia, ableism, and ageism are prevalent in society and therefore we work to ensure that our spaces are most accountable to everyone's needs.
- Awareness of the intersectionalities prevalent in the communities that we serve

Job Overview

YCA seeks a creative and self-directed development professional to provide overall support for YCA's Development department, with a focus on individual giving campaigns. The Development Coordinator, in partnership with the Director of Development, Finance Manager, and Executive Director, will lead the Annual Fund campaign, manage the fundraising database, and assist with fundraising events, foundation and corporate grant requests, and other administrative needs. As part of a growing team, the Development Coordinator will have opportunities for professional development and advancement.

Principal Duties and Responsibilities

- Maintain and grow individual giving efforts by cultivating and stewarding relationships with donors and prospective donors, including individuals, major donors, and corporations
- Lead and implement key individual giving campaigns (year-end appeal, spring appeal, online campaigns, etc.)
- Assist with the coordination of all mailings including newsletter (Constant Contact), individual solicitations, invitations to special events, and regular content updates for supporters;
- Maintain the donor database (DonorPerfect): track requests and donations, create queries and reports that inform individual giving strategies, enter donations and lead the donor acknowledgement process
- Work with the Executive Director, Director of Development, Finance Manager, and Board of Directors to develop and implement fundraising events, including YCA's annual Family Business fundraiser and the Rooted and Radical Youth Poetry Festival
- Assist Director of Development with grant and sponsorship research and prospecting
- Provide support and preparation of materials for proposals, reports, and other materials for funders and Board of Directors as needed

Qualifications

- Bachelor's Degree or relevant experience
- 2-3 years of nonprofit development experience, including some knowledge of various fundraising strategies and techniques
- Outstanding writing, creative communication, and organizational abilities
- Strong skills in project management and excellent attention to detail
- Ability to think critically and strategically about the tracking and management of data

- Proven ability to work under deadlines with little supervision and to maintain close adherence to schedules
- A proactive, visionary, and independent work style
- Willingness to take on new projects as they arise
- Proficiency with MS Office, Google apps, and social media, experience with MailChimp and SurveyMonkey a plus
- Experience with Canva and/or graphic design software preferred
- Knowledge of CRM databases
- Positive outgoing personality; ability to work closely with small staff and board
- Ability and willingness to work occasional nights or weekends, as necessary
- Understanding of youth development and/or arts education
- Commitment to equity, anti-racism, and transparency

Benefits:

Young Chicago Authors offers a competitive salary and benefits package including:

- Salary of \$40,000
- Blue Cross Blue Shield medical, dental and vision insurance
- Four weeks of paid time off
- This is a full-time position with some flexibility to the schedule. Occasional weekends and evenings will be required.

Young Chicago Authors is an equal opportunity employer and welcomes candidates from diverse backgrounds.

Targeted start date: September 7, 2021

TO APPLY, SEND A COVER LETTER AND RESUME TO:

employment@youngchicagoauthors.org

with "Development Coordinator" as the subject line of your email

Equal Employment Opportunity (EEO) Statement

YCA is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities and veterans are encouraged to apply.