John Burton Advocates for Youth
Development Manager Job Description

About John Burton Advocates for Youth

John Burton Advocates for Youth (JBAY) is a nonprofit organization working to improve the quality of life for youth in California who have been in foster care or homeless by advocating for better laws, training communities to strengthen local practices and conducting research to inform policy solutions.

Diversity and inclusion are fundamental JBAY values. Together, our organization works to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our workforce, constituents, and our state, connecting us closer to the communities we serve. JBAY was founded in 2004 by California State Senator John Burton and has offices in San Francisco and Los Angeles. For more information about our work visit www.jbay.org

Summary of Development Manager Position

JBAY is recruiting a Development Manager to oversee the organization's fundraising efforts. The Development Manager position is an excellent opportunity for a mid-level development professional seeking to broaden their skills and make a positive impact in the lives of youth who have been in foster care or experienced homelessness.

JBAY has a strong base of philanthropic support from private foundations and loyal individual donors. The Manager is responsible for supporting JBAY leadership in raising between $2.0-2.5 million annually.

This position will be based in San Francisco. A minimum of two days will be in the office, Monday and Wednesday preferred.

Responsibilities of Development Manager Position

40% Private Foundations

- Identify grant opportunities that align with the mission of the organization
- Write letters of intent and grant proposals
- Work closely with program staff managers to write timely and engaging grants reports

30% Individual Donors

- Conduct Donor Prospect research to support JBAY leadership in major donor solicitations
- Work with Board of Directors to develop individualized action plans to build a strong culture of philanthropy
- Support JBAY events with planning and logistics
- Assist with execution of mail campaigns, which includes drafting the solicitation letter, collecting and incorporating feedback, developing the mailing list and executing the mailing

20% Communications

- Write regular blog posts about JBAY to effectively translate the impact of our work to longtime supporters, and engage monthly donors and new donors

- Prepare materials for Executive Director to present to board members at committee and general board meetings
- Assist with the development of social media posts
- Develop a monthly electronic donor newsletter

10% Administration

- Responsible for entering contributions into Salesforce and pulling reports from Salesforce
- Regularly reconcile contributions with the JBAY accountant
- Manage Grant Calendar with proposal/reporting deadlines, ensuring the timely submission of all reports
- Manage the Foundation Stewardship Calendar to help deepen funder relationships
- Maintain accurate foundation records
- Work collaboratively with the JBAY Office Manager and accountant to provide all necessary information for the annual audit

Qualifications and Skills Required

- Bachelor's Degree
- Minimum of four years fundraising experience
- Very strong writing skills
- Strong working knowledge of Salesforce and Microsoft Office suite
- Ability to work on deadline
- Excellent written, interpersonal and verbal communication skills
- Ability to understand the breath of JBAY programs and the fields of foster care and youth homelessness

Salary & Benefits

The salary is competitive and based on experience. This is a full-time exempt position. JBAY offers a generous benefits package that includes health, dental, vacation and sick time and 401k matching contributions.

To Apply

Send resume and cover letter, which includes a description of your interest in the position, qualifications and salary requirements, to info@jbay.org.