



City Year, Inc.
Milwaukee
POSITION ANNOUNCEMENT
Development Director/Manager

ORGANIZATIONAL PROFILE:

City Year's mission is to build democracy through citizen service, civic engagement and social entrepreneurship.

City Year's signature program, the City Year youth corps, unites young adults ages 17 to 24 in a year of full-time rigorous service during which they work in diverse teams to address societal needs, particularly in schools and neighborhoods. These young leaders put their idealism to work as tutors and mentors to school children, reclaiming public spaces, and organizing after-school programs, school vacation camps, and civic engagement programs for elementary, middle school, and high school students. More than 1,500 corps members serve in 19 City Year sites across the United States and one site in Johannesburg, South Africa.

City Year also pursues its mission through public policy outreach, international initiatives, Serve-a-thon fundraisers, and by helping businesses engage in community service through our Care Force® program.

City Year Milwaukee: At the request of local leaders and in partnership with Milwaukee Public Schools, City Year is planning to open its next site in Milwaukee in fall 2009. City Year Milwaukee will deploy diverse teams of corps members to perform a rigorous portfolio of in-school and after-school programs and civic and community engagement initiatives, in partnership with schools and leaders from the non-profit and business sectors across Milwaukee.

For over a year, Milwaukee-based champions Julia Uihlein (VP, The David and Julia Uihlein Charitable Foundation), Mayor Tom Barrett and Superintendent Bill Andrekopoulos have been leading efforts to bring City Year to Milwaukee. With founding support from Milwaukee Public Schools, the Corporation for National and Community Service, The David and Julia Uihlein Charitable Foundation, The Pettit Foundation, The Lynde and Harry Bradley Foundation and several other cross-sector supporters, City Year is preparing to launch its 20th site in Milwaukee next fall.

Position Overview

The Development Director/Manager will work with the Executive Director to achieve the site's fundraising goals in support of an annual budget of up to \$2 million. The Development Director/Manager will help coordinate annual events, support and have direct responsibility for donor relationship management, identify and cultivate new relationships with potential corporate, individual, and foundation donors, and leverage key relationships and contacts within and outside of the City Year network to ensure specific site revenue goals are met.

Responsibilities

- Work with the Executive Director and Founding Committee to raise up to \$2 million in revenue per year.
- Manage City Year's Team Sponsorship, which includes regularly updating them on their teams' activities and offering ongoing service and engagement opportunities with their team
- Responsible for individual, foundation and government fundraising including identifying prospects and writing grant proposals and reports
- Manage the City Year Visitors Program, our primary civic engagement and cultivation program.
- Ensure accurate and timely data management in site Contacts Database and Raiser's Edge fundraising development system and prompt thank you/acknowledgement letters for all donations
- Identify new donor prospects and cultivate relationships that will result in broadening donor base for City Year Milwaukee
- Support planning and execution of key organizational events

Qualifications

- Bachelor's degree required
- 2-4 years experience and proven track record of success in inside sales, business development, fundraising development, and/or communications. Experience in AmeriCorps or related service experience preferred
- Proven track record of achieving revenue targets totaling \$2 million annually
- Demonstrated ability to prospect, cultivate, and manage new accounts
- Experience working with Senior Level executives in a corporate environment
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Good computer skills and knowledge of database programs
- Strong passion for and commitment to City Year's mission of delivering high impact service to children and institutions in Milwaukee communities; developing young people in the corps as powerful civic leaders and life-long active citizens, and promoting and advancing the concept of voluntary national service.
- Familiarity with Milwaukee area a plus

Competitive salary and benefits.

TO APPLY, qualified applicants should **EMAIL ONLY** a resume, cover letter, and references to: Elaine Mak, Director of Talent Management, at emak@cityyear.org