



City Year

GREATER PHILADELPHIA

POSITION ANNOUNCEMENT

Development Manager

Organization's Mission and Goals

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 1,100 corps members serve in 16 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.

Position Overview/Job Summary

City Year Greater Philadelphia is seeking a **DEVELOPMENT MANAGER**, who will report to the Development Director and work with the entire development department to achieve 100% success for fundraising for each fiscal year. The DM will be responsible for working directly with the Director of Development to research and write proposals for foundation and corporate support, including managing reporting for said grants. In addition, the DM will work with the Director of Corporate Partnerships to ensure that City Year Greater Philadelphia develops, maintains and strengthens corporate relationships. The DM will also be responsible for assisting the Director of Corporate Partnerships in keeping corporate partners informed, engaged, recognized and appreciated while creating opportunities for corporate partners to work alongside their team in service.

Responsibilities

- Develop and submit written proposals to foundations requesting funding for teams, products and programs. This will include researching new opportunities.
- Develop mechanisms, such as newsletters and website sections that engage corporate partners
- Participate in writing reports and renewing corporate partners
- Develop strategies for securing foundation grants to City Year.
- Provide reports to foundations utilizing stories of service to convey the impact of their investment.

Qualifications

An Equal Opportunity Employer.

- BA/BS required
- Strong written communication skills a must (example required)
- Experience with research
- Strong oral communication skills a plus
- Experience and knowledge of grant writing, report writing, sponsorships, and other forms of solicitation helpful.
- City Year experience a plus

Competitive salary and benefits

Great benefits including health insurance, vacation days, holidays, parental leave, 401K, FSA, T-Mobile Blackberry phone/service and more. Compensation offered commensurate with experience.

Qualified applicants should send a resume, cover letter, and references to:

cygpjobs@cityyear.org