



POSITION ANNOUNCEMENT: DEVELOPMENT & COMMUNICATION MANAGER

MyPath Overview

A national nonprofit headquartered in the Mission District of San Francisco, MyPath (formerly Mission SF Community Financial Center) is focused on paving economic pathways for low-income youth. To this end, MyPath engineers effective models that support youth to save and build credit; shares what works with the broader field through training and technical assistance to support the adoption of our approaches in communities; and advances policy change. Our results and best practices have been published by the Federal Reserve Bank of San Francisco, the Journal of Consumer Affairs and the Consumer Financial Protection Bureau. For the past two years, MyPath has been delivering technical assistance and a Train-the-Trainer program to prepare cities and nonprofits to adopt our models and best practices. With MyPath initiatives now running in San Francisco; San Jose; East Palo Alto; Reno, NV; Ferguson, MO; and five more communities coming on board in the coming year, MyPath is poised for continued expansion and impact. The new Development & Communication Manager position is critical for MyPath at this stage of our growth. We are seeking a driven individual with a passion for our mission; exceptional writing abilities; proven communications experience; and strong project management skills. Working closely with a seasoned fund development consultant, this position is an opportunity to grow with MyPath, with the possibility of becoming the Director of Development & Communication with excellent performance. To learn more about MyPath, visit us at MyPathUS.org.

Development & Communication Manager Position Overview

The Development & Communication Manager, in collaboration with the Executive Director of MyPath and our external development consultant, will be responsible for fund development research and prospecting, will project manage proposal and report submissions and deadlines, as well as track fundraising goals and grants. Reporting to the Executive Director, the Development & Communication Manager will also manage MyPath's communication strategy and activities, including our website, social media, e-newsletter and other communication activities. Specific responsibilities for this new position at MyPath include:

Fundraising and Grantwriting

- With guidance from our external development consultant and Executive Director, manages activities for donor cultivation, solicitation, and relations (i.e., research, outreach, and initial letters of inquiry).
 - Leads development and prospecting research activities, including setting up calls and meetings for Executive Director with potential funders.
- Maintains careful and accurate tracking of all institutional funds being sought and received, including multi-year grants. Tracks deadlines for proposals and reports to

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ensure timely submission of complete reporting packages, and inquiries about renewed support.

- Maintains contact with specific funders, and develops, writes, and submits grant proposals and report packages for specific foundations, corporations and government funding sources.
 - Project management and delegation of proposal development for on-time proposal and report completion.
- With the Director of Finance and Administration's guidance, helps maintain office systems and files (electronic and hard copy) to support all Development projects, timelines, deadlines, budgets, and operations.
- Implements all donor and gift record-keeping, including the management and maintenance of Salesforce contacts databases and all records, files, gift processing, and written acknowledgement of all gifts to donors.

Communication

- With the Executive Director's guidance, manages MyPath's communication strategy and activities, including its social media and website channels, and its brochures, annual report, monthly e-newsletters, publications and videos.
- With the Executive Director's guidance, manages the ongoing support of MyPath's branding and positioning with materials and training for Board members, staff and youth leaders.
- Helps develop, implement, and evaluate the annual communications plan across the organization's discreet audiences; put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities.

Qualifications:

- 4+ years of professional fundraising experience in the nonprofit sector, specifically grantwriting and research.
- Proven communications experience in financial capability, youth employment programs and/or youth development.
- Experience managing efficient fund development systems in a growing nonprofit, and processes that effectively engage multiple staff in producing quality end products in a timely manner.
- Experience creating and managing an organization's social network presence (including Twitter and Facebook), and creating effective external communications materials with a wide variety of stakeholders.
- Excellent verbal and exceptional writing and proofreading skills.
- Strong attention to detail and organizational skills.
- Ability to drive projects to completion independently and as part of a team.

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- Sincere commitment to work collaboratively with all constituent groups, including staff, consultants, board members, volunteers, donors, program participants, and other supporters.
- Proven experience with Microsoft Office, Salesforce, and Google services (calendar, Drive, etc.).

Equal Opportunity

MyPath is an equal opportunity employer, and we actively work to build a team that reflects the diversity of the communities and young people we serve. People of color, women, and LGBTQ candidates are strongly encouraged to apply.

Application Details and Process:

Applications are due **Friday, July 1st**. Our ideal start date August 1st, 2016. Compensation is competitive and is commensurate with experience. Please send the following to jobs@MyPathUS.org indicating your interest in the Development & Communication Manager position in the subject line:

- Resume and detailed cover letter highlighting your interest and relevant experience
- Two grant proposal and/or final report writing samples and two communications pieces
- Three references

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