



Development Manager

Full-time

Reports to Director of Development

Young Audiences New York (YANY) seeks an organized, energetic, results-oriented Development Manager to provide support with grant writing, donor cultivation, special events and communications. The Development Manager will support the organization in fulfilling its annual fundraising plan by maintaining the donor database, overseeing the donor acknowledgement process, assisting with special events, maintaining the institutional funder prospect list and deadline calendar, writing grant proposals and reports, and maintaining YANY's social media presence. This is an ideal position for a motivated Development professional who is looking to join a growing organization in a period of great possibility. This is a full-time position and reports to the Director of Development.

About Young Audiences New York

YANY's mission is to use art, in all its forms, as a catalyst for exploring creativity and advancing equity among youth, families, and communities in New York City. For 70 years, YANY has provided arts education to children and youth from under-resourced schools and neighborhoods so they can experience and create art. Our arts residencies help children explore the full scope of arts disciplines, from playing the ukulele to learning classical Indian dance, from making pottery to creating collage, from exploring film to acting through improv, from designing fashion to illustrating comic books.

Most of all, YANY empowers children to express who they are and explore who they can become. Our caring staff and trained Teaching Artists help young people develop social-emotional skills. YANY students say it best; as one YANY student shared, "[the YANY dance residency] taught me about art and passion. It allowed me to express myself and what I go through. It taught me that I am a dancer."

A positive organizational culture is important to YANY's team of nine dedicated administrative staff and 50 part-time professional Teaching Artists and program staff. YANY employees often

say YANY “feels like family”. We support each other, pitch in to help, work to incorporate racial and social justice at all levels of the organization, and love team building.

The health and safety of staff and students is YANY’s priority. YANY quickly pivoted to virtual arts residencies and remote work in spring 2020 and staff continue to work remotely. YANY has an annual operating budget of approximately \$2 million and projects a balanced budget for FY21.

Responsibilities include:

Institutional

- Conduct prospect research to identify new funding opportunities.
- Maintain organizational deadline calendar and ensure all deadlines are met.
- Draft proposals and reports and collaborate with program staff and Director of Development to compile compelling, comprehensive requests for funding.
- Collect all necessary attachments for foundation and government grant submissions and reports.
- Attend funder meetings and serve as representative of YANY when appropriate.

Data Management

- Assist the Director of Development in administrative and logistical tasks that support fundraising initiatives.
- Record and track donor data in Salesforce (i.e., demographics, gift history, campaigns, communication efforts) and generate reports to assist with ongoing analysis and identification of fundraising opportunities.
- Produce timely acknowledgements to donors and funders; maintain accurate donor records and mailing lists.
- Collect and maintain accurate program data from Residency Managers and Community School Directors.

Communications

- Manage Constant Contact email communication system, including drafting and sending regular communications to YANY’s lists.
- Coordinate mailings including gathering content and photographs, running mail merges and coordinating with printers.
- Manage YANY’s social media presence on Facebook, Twitter, YouTube, Tik Tok, Instagram and LinkedIn including generating content and increasing engagement.
- Maintain accurate and engaging content on website.

Other

- Support planning of corporate volunteer events and attend when needed.
- Liaise with website, Salesforce and other tech vendors to ensure all systems are operational and supporting revenue generation and troubleshoot issues as they arise.
- Liaise with Special Events consultant to support the Annual Benefit.
- Contribute to other events throughout the year by maintaining guest lists and supporting logistics.

- Support Board members and Director of Development as needed.

Qualifications:

- BA required; 2-3 years of work experience in Development preferred.
- Interest in a career in nonprofit management or fundraising.
- Commitment to YANY's mission, social and racial justice, and the population served.
- Strong analytical, verbal, written, organizational and communication skills.
- Comfort with public speaking.
- Keen attention to detail, and a quick learner.
- Mastery of Microsoft Office Suite
- Ability to think and work quickly and efficiently and communicate effectively with team members.
- Experience with Salesforce or other data management software preferred.
- Strong ethics and discretion with sensitive material.
- Willingness to be flexible, open-minded, and be a highly engaged team player. A sense of humor is welcome.

The salary is \$60-65k and benefits are competitive and commensurate with experience. Ideal start date is July/August. Employee will work remotely until further notice.

YANY is an equal opportunity employer. We value and welcome diversity in the workplace and strongly encourage all qualified persons to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other classification protected by applicable state, federal or local laws.

How to Apply

Submit cover letter and resume to development@yany.org, indicating the job title in the subject line.