



Philadelphia Youth Network, Inc. Job Description

Job Title: Development Associate		Location: 400 Market Street, Suite 200	
Division: External Relations		Department: Development	
Reports to: Grants Manager		Date Posted: 2/22/19	
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of Position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern	
<p>About the Philadelphia Youth Network: The Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit www.pyninc.org.</p> <p>About the Development Department: The Development department works to leverage, align, and expand financial resources to support PYN's work to improve educational and economic outcomes for Philadelphia youth. The department is responsible for managing PYN's fund-development efforts, and for fostering a sense of shared ownership of these efforts across the organization.</p> <p>Key Areas of Focus Include:</p> <ul style="list-style-type: none">• Supporting the management of relationships with key investors.• Identifying new sources of funding and matching these with organizational priorities• Tracking revenue and grant deliverables, and establishing consistent mechanisms for communicating these deliverables to all relevant PYN staff• Developing high-quality proposals and reports• Working closely with all PYN Divisions (Finance, External Relations, Programs Services) to ensure responsible stewardship of all funds received <p>General Description: The Development Assistant position is a part-time/seasonal position to support the Development team during the summer months, when programming and fundraising ramps up for the organization. The position is required to work 20 hours/week from April - September. The Development Assistant will work closely with the Director of Development and the Grants Manager to provide administrative support and assist with implementing the organization's fundraising strategies.</p>			

Essential Functions:**Donor Database**

- Assist with PYN's DonorPerfect fundraising database including: data entry, mailings, exporting/importing, updating data, generating solicitation lists, preparing reports, etc.
- Other duties as assigned

Revenue Tracking

- Assist with increased check processing over the summer months
- Input donation data from third-party platforms (PayPal, United Way, Amazon Smile, etc.) into the donor database
- Prepare and mail thank you/acknowledgement letters
- Ensure timely processing of revenue and acknowledgement letter distribution
- Other duties as assigned

Fundraising

- Work with Development Director and Grants Manager to implement fundraising strategies
- Assist with tailored stewardship including donor touchpoints, personalized letters, phone calls, distributing impact stories, and tracking all stewardship in donor database
- Develop content for direct mailings, grants, acknowledgement letters, etc.
- Assist with funder prospecting
- In collaboration with Communications Department, assist with fundraising/cultivation event logistics
- Provide administrative support for the Department as necessary
- Other duties as assigned

Education, Experience & Skills Required:

- 1-2 years of administrative experience, preferably at a nonprofit organization.
- Preference will be given to candidates with a history of fundraising and/or database experience.
- Demonstrated ability to prioritize projects, be flexible, and work effectively with attention to detail and a high level of accuracy.
- Proficiency in Microsoft Word, Excel and PowerPoint as well ability to integrate a wide-range of technology and data management into daily work.
- Familiarity with PYN initiatives and core values (excellence, collaboration, respect, responsibility, innovation) preferred, but not required.
- Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, U.S. Department of Justice National Sex Offender Registry, and F.B.I. fingerprinting).

Interested candidates should send a cover letter and resume to jobopps@pyninc.org.