

Job title: Fundraising Manager
Reports to: Executive Director
Posted: April 4, 2022
Desired Start Date: May 1, 2022
Hourly rate: \$40, 15 hours per week

Organizational Overview

At Fab Youth Philly (www.fabyouthphilly.com) we do three things: We *support* youth-serving organizations through a variety of consulting services; we *connect* youth development professionals to training and networking through our Center for Youth Development Professionals (www.cydpphilly.org), and we *innovate* award-winning summer and afterschool programming for children & teens.

Since 2012, Fab Youth Philly has been functioning as an LLC, though was granted nonprofit status in 2021. You can watch this video (<https://youtu.be/yizbg2f2Du4>) to learn more about why we operated as an LLC until recently, and why NOT a nonprofit. Our current operating budget is approximately \$500,000, and our funding comes from contracts, grants, foundations, and some individual donors. We aspire to grow our budget to about \$1.2million over the next few years, and to replace some current contracts with a diversity of more sustainable funding streams. We have a draft fundraising plan and budget projections that the Fundraising Manager could utilize to guide work in the first year.

Fab Youth Philly seeks a part-time **Fundraising Manager** to work with our Executive Director, Advisory board, Board of Directors and other staff to lead us forward into our next phase of sustainable economic growth.

Position Summary

Duties include **writing** approximately **four** grants per month, **tracking** grants and **managing** reports utilizing our existing grants calendar, **finding** new grants, **cultivating** relationships with private and public funders, **developing and stewarding** relationships with individual donors, **creating** annual budgets and cash flow projections, and working with the board and staff to create and **implement** strategies for two fundraising campaigns per year. If successful, and the candidate is interested and has the necessary skills, additional duties and hours could be added to include more fiscal management and/or marketing and communications duties. **Desired start date is June 1, 2022.**

Requirements

A successful candidate will:

- Be located in the Philly tri-state area and/or willing and able to commute to our offices in Philadelphia several times each year.
- Have excellent organizational skills and be able to complete work efficiently & track hours
- Have experience working remotely in collaboration & the ability to manage their time and tasks independently
- Have an understanding of the power dynamics associated with individual/group identities and systemic oppression
- Be warm, welcoming, and able to connect with people on a personal level
- Have at least 2 years of experience in grant writing, donor relations, or development
- Have experience creating annual budgets and cash flow projections
- Be comfortable speaking candidly about money and asking for money
- Be familiar with the nonprofit funding landscape of Philadelphia

Additional

Position currently requires 15 hours per week of dedicated work with the potential to increase hours and responsibilities. This position is at-will. Compensation is \$40/hour paid monthly.

Interested candidates should apply through [this link](#): by May 15, 2022 at 5pm

Fab Youth Philly is an organization that is working to apply a trauma informed lens to all the work we do and working to dismantle and avoid perpetrating white-supremacist culture. *Fab Youth Philly provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Fab Youth Philly complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Fab Youth Philly expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fab Youth Philly's employees to perform their job duties may result in discipline up to and including discharge.*

Questions should be directed to info@fabyouthphilly.com