

Job Title: Development Manager

Organization: Young Women's Preparatory Network

Location: Midland, TX

Closing Date: October 22, 2021

The Organization: The mission of the Young Women's Preparatory Network (YWPN) is to support single-gender, college-preparatory, public education in Texas and beyond, giving young women the academic and leadership skills to achieve success in college and in life. The Network includes schools in 10 cities across Texas, including Young Women's Leadership Academy (YWLA) in Midland.

The Position: YWPN seeks a dynamic and results-oriented Development Manager to build long-term sustainability and secure community support for YWLA through individual and corporate partnerships. Reporting to the Director of Outreach and Engagement, the Development Manager is located on-campus and is responsible for managing fundraising, communications, and engagement opportunities for YWLA. This is a full-time position based in Midland, Texas.

Key Responsibilities:

- Recruit, create, and cultivate an Advisory Council.
- Work with YWLA's leadership team to understand and align fundraising, communications, and engagement opportunities with programmatic needs.
- Serve as community liaison for engagement opportunities with YWLA.
- Build long-term sustainability for YWLA through development of an annual fundraising plan and stewardship of individuals, corporations, and foundations.
- Communicate the impact of YWLA and its students and alumnae to the community.

The Ideal Candidate:

- Has knowledge and experience with implementing fundraising, communications, and engagement strategies to build support while maintaining long-term relationships with donors and prospects.
- Is culturally competent, understands YWLA's demographics, and is empathetic to students' experiences, goals, and potential obstacles to success.
- Is mission-driven, passionate about empowering young women through education, and seeks a job that makes a difference.
- Views relationship-building as essential to job success and appreciates a collaborative approach to achieve common goals.
- Is organized and prioritizes tasks to hit deadlines, with an attention to detail that is matched with the ability to think strategically.
- Has excellent communications skills, including written, visual, and verbal, and maintains consistent communication with stakeholders.
- Takes initiative to solve problems proactively, is self-motivated, and finds ways to overcome obstacles and barriers with the goal of achieving the task at hand.

Essential Duties:

- Identify, recruit, and facilitate Advisory Council development and governance.
- Plan, implement, and evaluate fundraising campaigns and activities.
- Create and manage a portfolio of foundation/corporate partners for grant opportunities, applications, and reporting.

- Meet with and cultivate relationships with individual and corporate donors, engaging the support of YWLA and Advisory Council as appropriate.
- Collaborate with Advisory Council members to support their personal cultivation and stewardship of relationships with donors, prospects, and community leaders.
- Communicate YWLA's mission and impact to donors, Advisory Council, other supporters and stakeholders, and the community.
- Create, implement, and manage a comprehensive communications and engagement strategy to achieve programmatic and organizational goals.
- Create, implement, and manage integrated communications plans and calendar including email outreach, social media, website, press releases, etc.
- Create, identify, and manage school engagement opportunities with individuals and corporate partners including school tours, student internships, and other student-directed activities.

Required Qualifications:

- Bachelor's degree required in Communications, Marketing, Public Relations, Business, or other related area.
- Minimum of five years of nonprofit experience with a successful track record in fundraising and donor cultivation, communications, and/or community engagement.

Preferred Qualifications:

- Working knowledge of the public education sector.

Compensation:

- \$70,000-\$80,000 annual salary
- Health insurance
- Retirement plan after two years
- Midland ISD holiday schedule excepting summer

How To Apply: Submit a cover letter, resume, and three professional references to jlong@ywprep.org