Eastside Youth Strong
EXPANDING THEIR REALITY, SCULPTING THEIR FUTURE

Job Title:	Mission Advancement Director	**Department:**	Administration/Operations
Location:	5555 Gull Road LLC, Suite 207, Kalamazoo, MI, 49048	**Travel Required:**	Occasional/Local
Starting Salary Range:	$65,524-$70,500	**Position Type:**	Full-time (40 hours/week)
Benefits:	Fully paid Health Insurance, Vision and Dental, Five (5) weeks PTO, 11 paid holidays, paid training and conferences		

Please apply by sending your cover letter and resume to the Executive Director Ashley Turnage: Ashleyturnage.eys@gmail.com

Organizational Summary

Eastside Youth Strong's vision is to create an environment where all Eastside youth can reach their fullest potential.We offer programs that offer youth an opportunity to grow as individuals and be successful in their own unique way. We value our responsibility to hold youth accountable and encourage them to try new things.

Position Description

Come grow with us! Eastside Youth Strong (EYS) is seeking a full-time (FT) position to manage our fund development and marketing strategies including our annual fundraising campaigns, signature events, and other relevant initiatives throughout the year. This position will be responsible for helping to design our first Capital Campaign Cabinet and will support our Mission Advancement board committee.

Responsibilities include:

- Create and manage the organization's mission advancement plan, directly aligned to our three-year strategic goals;
- Support the Mission Advancement board committee;
- Conduct grant research to identify new funding opportunities, prepare proposals, and manage reporting requirements;
- Develop Annual reports,data reports, newsletters, etc. with the Mission Advancement Specialist
- Develop, expand, and steward the organization's individual giving programs;
- Design and support the organization's Campaign Cabinet;
- Plan, manage, and grow the organization's signature events, working collaboratively with other team members;
- Manage the donor database and ensure timely, accurate acknowledgment of contributions;
- Coordinate donor stewardship activities and engagement programming throughout the year; and
- Support the MA Coordinator to maximize the organization's marketing efforts, including digital channels (website, e-blasts, social media) and other external communications strategies that reflect the organization's values, vision, and mission.
- Mission Advancement Director is responsible with overseeing the Mission Advancement Specialist
- Mission Advancement Director reports to the Executive Director

Minimum Qualifications

- Minimum five years professional experience in a Mission Advancement role (fund development, marketing, event management, grant writing/management), preferably with a local non-profit organization.
- Experience using (or willingness to learn) Microsoft Office (Word, Excel, PowerPoint), email, donor database, and project management software.
- Strong organizational skills and the ability to regularly multitask.
- Proactive and self-motivated, with the ability to take initiative and steward projects from start to finish, working collaboratively with team members and stakeholders.

- Proven track record of authentically engaging all members of the community, including those most likely to participate with Eastside Youth Strong in various ways (services, donors, partners).
- Desire to think creatively and implement innovative strategies.
- Excellent written and verbal communication skills.

- Must also have a deep passion and commitment to serving our community.

Mission: To empower Eastside youth through transformative relationships and evidence-based practices.

Core Values:

- **Centering and Empowering Individuals** – We provide youth and adults the equitable resources and experiences to thrive as individuals and transform their communities.
- **Authenticity** – We provide equitable and inclusive spaces for individuals to show up and freely express their intersecting identities.
- **Accountability** – We are accountable to the work, each other, and ourselves. We will do what we say we will do, operating in equity and inclusion.
- **Belonging** – We create authentic, equitable, inclusive, transformational relationships among all community members.
- **Innovation** – We consider equitable and inclusive opportunities and think beyond how things have always been done.

Eastside Youth Strong is an Equal Opportunity Employer.