

Job Title:	Mission Advancement Specialist	Department:	Administration/Operations
Location:	5555 Gull Road LLC, suite 207, Kalamazoo MI, 49048	Travel Required:	Occasional/Local
Starting Salary Range:	\$52,842- \$60,000	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) Mission Advancement Specialist position that will work with the Mission Advancement Director to support organizational and programmatic marketing, annual fundraising campaigns, signature events, and the development of our campaign cabinet.

Responsibilities include:

- Lead 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.
- Create internal systems for tracking effectiveness of marketing strategies and recommend modifications;
- Support the preparation of grant proposals and reports;
- Plan, manage, and grow the organization's signature events, working collaboratively with other team members;
- Help to coordinate donor stewardship activities and engagement programming throughout the year;
- Help to manage the donor management system; and
- Support the Mission Advancement board committee.
- Assist Mission Advancement Director with Annual reports, data reports, newsletters, etc.
- Mission Advancement specialist reports to the Mission Advancement Director

Minimum Qualifications

- Minimum three-years professional experience in a marketing role, preferably with a local non-profit organization. (Preferred)
- 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 EYS 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.