



COLORADO YOUTH
FOR A CHANGE
youthforachange.org

Development Associate

REPORTS TO: Senior Director of Development & Communications **FLSA Status: Non-Exempt**

Organization Overview: Colorado Youth for a Change (CYC) is an educational nonprofit organization that has made significant strides in reducing the dropout rate in Colorado since its inception in 2005, using collaboration with school districts and community agencies to achieve its mission. CYC is at the forefront of statewide efforts to improve educational outcomes for all students, ensuring that they graduate from high school. CYC began by providing reengagement services to out-of-school youth and has evolved to also provide in-school dropout prevention services (Early learning Corps, Colorado Reading Corps, Colorado Math Corps, and Corps for a Change) to PreK through high school aged students. Our team is growing!

Position Summary: The Development Associate will support the entire Development team in raising dollars and awareness to ensure that the organization can meet its mission across Colorado. Responsibilities include grant writing, research, and communication; support in executing events and building corporate partnerships; and partnering with program staff and AmeriCorps members to identify and implement both engagement and volunteer opportunities for donors and potential donors. This is a full time position with benefits and annual salary is \$42,000 - \$45,000.

Grant Writing and Support (50%)

- In collaboration with the Senior Manager of Grants, research potential funders that align with the work of Colorado Youth for a Change and make recommendations on applications
- Support grant writing efforts for private and corporate foundations.
- Assist with grants administration and communication including tracking in Salesforce, creating customized communications based on interests, and appreciation.
- Partner with Database Administrator and Program Managers to gather quantitative and qualitative information to support grants, individual giving, and corporate giving.

Corporate Relations and Events (30%)

- In coordination with the Senior Director of Development, implement corporate partnership strategies, including solicitation of annual event sponsorships, in-kind support, and group volunteering.
- In collaboration with internal partners, the development committee, and contracted logistic support, oversee the production of mission-focused event experiences including silent auction for signature event.
- Coordinate third party events and activities by providing resources and coordinating with internal team members.
- Utilize events and volunteer opportunities as a way to cultivate and grow giving to Colorado Youth for a Change.

Volunteer Engagement and Administration (20%)

- Partner with program and development staff to implement program tours.
- Act as point of contact with program staff and AmeriCorps members to recommend and implement volunteer opportunities – both virtual and in person.
- Support development team in transitioning event donors to annual donors and tracking solicitations in partnership with Senior Director of Development.
- Collaborate across departments to collect and organize program data, success stories, and other organizational information for grants and communications.
- Run weekly acknowledgements for individuals, foundations, and corporate partners.

Commitment to Organizational Culture and Values

- Commit to operate within a framework that centers CYC's organizational values of growth, inclusion, integrity, excellence, and community.
- Contribute to an inclusive and equitable work environment and provide inclusive and equitable services to the community. This includes demonstrating:
 - A commitment to learn and engage in anti-oppression trainings and conversations; including a willingness to unpack personal biases and identities.
 - The ability to put anti-oppression framework into practice within specific role at CYC; including a willingness to interrupt systems of oppression to create more equitable, inclusive environments for staff, AmeriCorps members, and students.
 - The ability to cultivate inclusive and equitable relationships with students, staff, AmeriCorps members, and community members with varied identities and life experiences.
 - A desire to share the organizational responsibility of creating an environment that supports anti-oppression accountability.

Other Duties

- Attend and participate in staff meetings as required
- Speak on behalf of the organization when appropriate
- Attend relevant community and school meetings
- Run errands as needed using personal transportation
- Perform other duties, responsibilities, and special projects as assigned
- Complete required training courses as assigned by CYC

Knowledge, Skills, and Abilities

- Computer skills in Microsoft Word and Excel
- Excellent written and oral communication and interpersonal skills
- An ability to work independently and remain organized in multiple settings, while simultaneously keeping track of the results achieved for each youth
- An ability to “change gears” and work collaboratively with internal staff and external partners
- Excellent attention to detail and ability to be highly organized and to work under pressure and manage multiple deadlines
- Ability to be self-directed, effectively working independently to meet deadlines and to also be part of a team

Minimum Qualifications

- A bachelor’s degree OR four years of equivalent experience
- One to two years of experience working with development, marketing, or communications

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

| | NA | NE | O | F | C |
|---------------------------------|----|----|---|---|---|
| Sitting | | | | x | |
| Walking | | X | | | |
| Standing | | X | | | |
| Running | | X | | | |
| Bending or twisting | | X | | | |
| Squatting or kneeling | | X | | | |
| Reaching above shoulder level | | X | | | |
| Climbing (e.g. ladders) | x | | | | |
| Driving cars, light duty trucks | | X | | | |
| Driving heavy duty vehicles | X | | | | |

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|--|-----------|-----------|----------|----------|----------|
| Repetitive motion of hands/fingers | | | | X | |
| Grasping with hand, gripping | | | X | | |
| | NA | NE | O | F | C |
| Lifting/carrying 10-25 pounds | | X | | | |
| Lifting/carrying 26-50 pounds | | X | | | |
| Lifting/carrying more than 50 pounds | | X | | | |
| Pushing/Pulling | | X | | | |
| Using Foot Controls | | X | | | |
| Work in/exposure to inclement weather | | X | | | |
| Work in/exposure to cold water | X | | | | |
| Exposure to dust, chemicals or fumes | | X | | | |
| Work/live in remote field sites | | | x | | |
| Use of hazardous equipment (e.g. guns, chainsaws, explosives) | x | | | | |
| Work at heights (e.g. towers, poles) | x | | | | |
| Exposure to infection, germs or contagious diseases | | | X | | |
| Exposure to blood, body fluid, or potentially contaminated materials | | x | | | |
| Exposure to needles or sharp implements | | X | | | |
| Use of hot equipment (e.g., ovens) | X | | | | |
| Exposure to electrical current | x | | | | |
| Seeing objects at a distance | | x | | | |
| Seeing objects peripherally | | x | | | |
| Seeing close work (e.g., typed print) | | | | | X |
| Distinguishing colors | | | x | | |

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|-------------------------------------|-----------|-----------|----------|----------|----------|
| Hearing conversations or sounds | | | | | X |
| Hearing via radio or telephone | | | | | X |
| | NA | NE | O | F | C |
| Communicating through speech | | | | X | |
| Communicating by writing/reading | | | | X | |
| Exposure to aggressive/angry people | | | X | | |
| Restraining/grappling with people | | X | | | |
| Other: | | | | | |
| Other: | | | | | |
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