



# JOB ANNOUNCEMENT

<b>PROJECT</b>	<a href="#">Youth Beat (Fiscally Sponsored Project)</a>
<b>ORGANIZATION</b>	<a href="#">Oakland Public Education Fund</a>
<b>JOB TITLE</b>	<b>Development Director - Youth Beat</b>
<b>REPORTS TO</b>	Youth Beat Executive Director
<b>TIMELINE</b>	<ul style="list-style-type: none"> <li>• Applications accepted starting <b>May 28, 2024</b></li> <li>• Hiring <i>immediately</i>, position open until filled.</li> </ul>
<b>JOB DETAILS</b>	<ul style="list-style-type: none"> <li>• Part-Time, Salaried, Exempt</li> <li>• Flexible Hybrid Schedule (in-person and virtual)</li> <li>• 20-30 hours per week</li> </ul>
<b>COMPENSATION</b>	<ul style="list-style-type: none"> <li>• Starting wage commensurate with experience, Salary Range: \$50,000-\$75,000</li> </ul>
<b>INSTRUCTIONS</b>	<p><b>Please read the following in order to avoid application delays:</b></p> <ul style="list-style-type: none"> <li>• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.</li> <li>• Unfortunately, the volume of applications will prevent us from responding to all applications received.</li> <li>• Please send application to <a href="mailto:contact@youthbeat.org">contact@youthbeat.org</a> and with the following instructions: <ul style="list-style-type: none"> <li>○ <b>Subject: "Youth Beat Development Director - Part Time" - First and Last Name</b></li> <li>○ <b>Please include: Cover Letter and Resume.</b></li> </ul> </li> </ul>

## ABOUT THE ED FUND:

The Oakland Public Education Fund is the fiscal sponsor for Youth Beat. The Oakland Public Education Fund leads the development and investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Teaching Artists will be employees of the Oakland Public Education Fund working at Youth Beat. [www.oaklandedfund.org](http://www.oaklandedfund.org).

## **ABOUT YOUTH BEAT:**

Youth Beat helps Oakland youth reach for their dreams and succeed. At Youth Beat, young creatives of color gain skills and knowledge needed to access careers in the media industry. They learn from accomplished media professionals and get hands-on training and job experience in video production, filmmaking, photography, design, and animation. Program participants also build confidence, teamwork and other soft skills required for success in most any career.

Youth Beat's social enterprise creative agency -- Youth Beat PRO -- produces high-quality professional video content and media for clients while also providing exceptional, real-world work experience for students and alumni.

Youth Beat is a fiscally sponsored project of the Oakland Public Education Fund.

## **ABOUT THE ROLE:**

Youth Beat seeks a dynamic and dedicated **Development Director** to join our team. The Development Director will play a crucial role in advancing our mission by leading fundraising efforts to support our programs and initiatives.

## **DUTIES AND RESPONSIBILITIES:**

### **Prospect Research and Donor Development:**

- Identify and cultivate relationships with potential donors, including individuals, businesses, and community organizations.
- Maintain the individual donor database and develop strategies to engage and steward donors at all levels of giving.

### **Fundraising Events and Outreach:**

- Help plan and execute fundraising events, including but not limited to galas, auctions, and community gatherings.
- Coordinate outreach efforts to expand YouthBeat's donor base and increase community engagement.

### **Donor Communications:**

- Develop compelling fundraising materials, including solicitation letters, newsletters, and impact reports.
- Manage communication with donors to express gratitude (ensuring prompt and appropriate gift acknowledgment), provide updates on program outcomes, and solicit ongoing support.

### **Grant Oversight and Reporting:**

- Maintain and steward relationships with foundation partners.

- Oversee a contract grant writer to submit clear, concise, well-crafted LOIs, grant proposals and grant reports.
- Track and meet all deadlines for grants, creating, updating and refining the grants and development calendar.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in a relevant field (e.g., nonprofit management, communications, business) preferred.
- 5+ years of experience in fundraising, with a track record of successful grant writing, donor development, and event planning.
- Excellent written and verbal communication skills.
- Strong organizational and project management abilities.
- Passion for YouthBeat's mission and a commitment to empowering youth through media education.
- Ability to work collaboratively in a dynamic, team-oriented environment.

**EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:**

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.