



 267.502.3800

 [info@pyninc.org](mailto:info@pyninc.org)

 400 Market Street  
Suite 200  
Philadelphia, PA 19106

## Career Opportunity

### Development Associate

Philadelphia Youth Network (PYN) has an immediate opening for a full-time Development Associate.

#### Development Team

The Development department engages investors in meaningful, long-term and mutually beneficial relationships with PYN that provide value to PYN constituents. Development works across Divisions and functions to secure philanthropic commitments to support PYN's mission of equipping youth for academic achievement, economic opportunity and personal success. Areas of focus include support and management of donor relationships through the fundraising cycle, including identification, cultivation, solicitation and stewardship; the development of high-quality proposals and reports; and the effective and responsible stewardship of public and private investments.

The **Development Associate** is responsible for contributing to the overall organizational fundraising efforts with a focus on:

- identifying, cultivating, soliciting, and stewarding gifts from a portfolio of private foundations, corporate foundations, individuals, and public agency investors. prospect tracking, proposal development, site visit scheduling and donor stewardship, including acknowledgement letters
- serving as the initial author and project manager for Letters of Inquiry, grant proposals, and project reports, including tracking deadlines, budget creation and information gathering
- managing a healthy calendar of proposals and reports
- conducting prospect research on foundations to evaluate prospective grants, initiate personal contact with potential funders, and steward existing donors

#### Essential Functions:

- Manage donor database, including an active calendar of 60+ proposals and reports annually, gathering program and financial details from program and finance personnel
- Conduct prospect research on foundations, corporate foundations, individuals and public funding opportunities to evaluate prospective grants, initiate personal contact with potential funders, and steward existing donors
- Develop and execute engagement strategies along with EVP and Director, Development to reach overall organizational goals and specific fundraising goals
- Develop and execute on stewardship plans for a subset of foundation and corporate donors, including site visits and other cultivation activities
- Manage select initiatives, such as the United Way Giving Campaign and other special projects

- Be an active member of the development team and PYN's cross-functional fundraising team
- Stewardship: manage and oversee a process for ensuring the timely completion of acknowledgement letters, funder reports, and other required stewardship processes.
- Perform other duties as assigned

**Position requirements:**

The successful candidate will be an effective and compelling writer, be able to manage multiple tasks on deadline, and will have curiosity and creativity to effectively match donor needs with organizational goals. Experience with Word, Excel and fundraising software is essential. An interest and relevant experience in workforce development and/or education is helpful. Other relevant skills, education, and experience include:

- Bachelor's degree required, with a minimum of three years' fundraising and development experience preferred.
- Experience and knowledge of the youth workforce development and/or education field preferred
- Superb oral and written communications and interpersonal skills are a must, as is a great sense of humor
- Must be goal oriented, strategic, and a self-starter
- Experience managing gift processing, reporting, and moves management tracking using fundraising software (e.g., DonorPerfect, Salesforce, and/or Raiser's Edge)
- Experience in prospect research, proposal development, budget development, grants management preferred
- Successful completion of background checks (PA State Criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting).

Philadelphia Youth Network offers a comprehensive employee health & wellness benefits program and a competitive salary range based on past experience, job knowledge, and demonstrated skills and abilities.

**Interested candidates should email a cover letter and resume with salary requirements to [jobopps@pyninc.org](mailto:jobopps@pyninc.org) and please indicate Development Associate in the subject line.**

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The Philadelphia Youth Network is an impactful non-profit changing the lives of young people between the ages of 12-24 by creating education and employment opportunities. The Philadelphia Youth Network creates collective impact by leveraging partnerships, resources and talent to alleviate poverty and promote equity for youth. PYN values talent and seeks to provide an equitable and fair working environment, maintaining policies that promote flexibility, encourages creativity and honors diversity and authenticity. PYN is a dynamic, fast paced organization, pursuing transformational outcomes for young people. Learn more at [pyninc.org](http://pyninc.org).