



YOUTH LAW CENTER SEEKS DEVELOPMENT AND COMMUNICATIONS COORDINATOR

The Youth Law Center, a national public interest legal advocacy organization based in San Francisco, seeks a talented and experienced individual to coordinate internal and external communications and fundraising. This position reports directly, to and works closely with, the Executive Director. This is a tremendous opportunity for a creative and committed professional to help us make a difference in the lives of the nation's most vulnerable children.

Since 1978, the Youth Law Center has used our legal and advocacy talents to transform systems to ensure children and youth involved with child welfare and juvenile justice are protected from abuse and neglect and receive the nurturing, supports, and services to lead healthy and productive lives.

If you are:

- Passionately committed to social change
- Seeking meaning and purpose in your career
- A positive, enthusiastic team member who enjoys exceeding expectations
- A relationship builder with excellent communication skills
- Eager to develop new skills and seek new opportunities as a partner in shaping and implementing this new position
- Creative, versatile and flexible
- Strategic and results driven
- Experienced in communications and fundraising

Then the Youth Law Center has a place for you.

RESPONSIBILITIES:

- Development (40%):
 - Build on existing relationships to grow support from current donors and identify new individual prospects and grow YLC's audience of supporters.
 - Work with Executive Director to identify and solicit appropriate grant sources and cultivate and maintain relationships with grantors.
 - Write and submit grant applications and reports to foundations.
 - Support Executive Director in building fundraising capacity of YLC board.
 - Proactively engage current and potential funders and donors in YLC work.
 - Track engagement of potential, new and existing funders and donors.
 - Assist Executive Director in drafting and sending donation appeals at key opportunities such Giving Tuesday or the end of the year.
- Communications (40%):
 - Create a variety of communications materials (both print and digital) that articulate the ongoing efforts and achievements of the organization. These materials to include: newsletters, reports, blog posts, tweets, etc. Director will be responsible for drafting, editing, supervising design and distribution.

- Monitor news and research sources for articles and other content that could be used in social media and staying up to date on child welfare and juvenile justice policy and practice as well as social media trends.
- Promote events, policies, and programming through various media outlets.
- Draft and distribute press releases of importance to YLC.
- Administrative Support (20%):
 - Maintain organization's database.
 - Prepare for YLC's participation in key conferences and events.
 - Coordinate with YLC staff on work and activities that will be highlighted and promoted externally.

QUALIFICATIONS:

- Bachelor's degree required
- Minimum of 5-7 years of related experience in Development or Communications (non-profit experience preferred)
- Knowledge of/experience with issues involved in child welfare and juvenile justice
- Demonstrated communication skills (oral and written)
- Understanding of social media tools and platforms
- Successful track record in engaging funders and donors to give
- Understanding of social media tools and platforms

Salary commensurate with experience with excellent benefits

We strongly encourage people of color, and individuals who themselves were in the child welfare or juvenile justice system when they were young, to apply.

Applicants are encouraged to apply immediately. Review of applications will begin immediately and continue until the position is filled.

The application requires a cover letter, resume, writing sample, and the names of three references. To help us better understand your qualifications, please describe in your cover letter your interest in this position, what you believe you bring to the work of YLC, and why both are compatible with YLC's mission and model. Please send your application via email to:

Robin Bishop
rbishop@ylc.org

or mail to:

Robin Bishop
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