



Director Manager

JOB DESCRIPTION

MISSEY, Inc. (Motivating, Inspiring, Supporting and Serving Sexually Exploited Youth) is a community-based organization founded in 2007 to respond to the epidemic of sexual exploitation in Alameda County, CA. **Our mission is to provide services to commercially sexually exploited youth, and to work for systemic change with the youth we serve.** Our service model is focused on healing through trauma-informed, survivor-centered and youth focused approaches. We recognize the crucial voices of survivors in facilitating healing in victims of commercial sexual exploitation and the value of young people empowering other young people. Our work with youth is a partnership, helping them transition from victim to survivor to leader, encouraging their long-term stability and success on whatever path they choose. MISSEY believes that with the right opportunities and supports, youth can overcome the circumstances of their exploitation and thrive.

POSITION OVERVIEW:

Our Development Manager is a critical player for our organization, raising funds and capturing the hope and commitment of our community for the future of sexually exploited youth. Under the supervision of the Executive Director, the Development Manager plays an integral role in increasing MISSEY's sustainability. The person in this role works with senior staff, board members and volunteers in major grant cultivation, solicitation and stewardship. The Development Manager researches, writes, and prepares government, foundation, and corporate grant proposals and reports that align with MISSEY's mission and values. Additionally, the Development Manager strengthens systems to track grants and progress made towards goals; assists with marketing efforts; and helps to develop and maintain positive relationships with foundation, corporate, and individual funders. As the lead of fund development, the Development Manager is also responsible for ensuring that the MISSEY team accomplishes other fundraising activities, including direct individual donor recruitment and special events. The person in this role participates in regular staff meetings and trainings, supports the development and implementation of overall team goals and strategies, and assists with special events at MISSEY partner sites.

The Development Manager:

- **Is deeply invested in African American Women and Girls, female identified and non-binary youth**
- **Loves to write grants and marketing materials**

- **Is motivated and responsible leader who values service to others**
- **Is a detail-oriented go-getter who is committed to a trauma-informed, healing centered, collaborative and caring environment**

DUTIES AND RESPONSIBILITIES:

Grants Management 50%

- Develop and manage an active portfolio of corporate donors, private foundations and prospects at the \$15,000 level and up
- Build relationships with program officers, track trends and find new sources of funding
- Research, write, and submit compelling and timely letters of inquiry and grant proposals to foundations, corporations, and government entities.
- Prepare accurate, monthly fundraising reports to track progress towards goals
- Coordinate the grant request and report calendar and ensure all deadlines are met.

Fund Development Oversight 30%

- Under the direction of the Executive Director, implement MISSSEY's ambitious yet achievable development plan that includes strategies to increase the number of foundation and corporate donors to raise 2.5 million annually.
- Supervise, train and/or support fund development support staff on best practices related to MISSSEY's fund development database.
- Build on the organizational culture of philanthropy
- Work with Executive Director to strengthen systems to track fund development activities
- Participate in staff trainings and attend agency events.

External Relationships and Communication 20%

- In collaboration with the Executive Director, build strategies for developing and strengthening relationships with potential and current institutional and individual donors.
- Represent agency with potential and current funders and at other networking and campaign events
- Develop concept papers, and support content development for website, annual reports, press releases, and other social/print media.

Other Requirements/Skills:

- At least three years of proven success in grant proposal writing, including government and foundation grants, preferably focusing on young women and girls of color, youth development and leadership, liberation, education, workforce development, and/or programming for sexually exploited and vulnerable youth.
- At least a year's experience supervising mid-level staff
- Outstanding verbal, writing, analytical, and research skills.

- Excellent ability to manage multiple projects, take initiative, work independently and as a team-member.
- Strong computer and technology skills including working with databases, Google docs, Dropbox and Microsoft Office suite.
- Proven ability to take ownership of the work and see projects through within designated deadlines (i.e., solid time management skills are a must)
- Ability to establish and maintain relationships with staff, consultants, board members, volunteers, community, donors, funders and governmental constituencies
- Ability to give and receive direct and honest feedback.
- Strong problem resolution, mediation and negotiation skills.
- Ability to lift at least 50 pounds
- Demonstrated ability to meet and maintain federal, state, local and MISSEY guidelines including, but not limited to, fingerprint clearance, medical clearance and negative TB test

Position title: Development Manager

Classification: Full-time, exempt, salaried [75%-80% time option]

Compensation: \$69,000-\$78,455 per year depending on qualifications

Benefits: Medical/Dental/and Optometry

Generous Holiday Calendar: Including –3- weeks starting vacation and accrued sick days

For more information about MISSEY, please visit our website
www.MISSEY.org

To apply, please send your:

- **Resume**
- **Cover letter and include:**
 - Your experience as it directly relates to the requirements listed in the job description.
 - Why you want to work for MISSEY
- **Writing Sample (under 10 pages)**

to: info@misssey.org, Enter the job title in the subject line.

Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. MISSEY is an equal opportunity employer.

NON-DISCRIMINATION POLICY: MISSEY DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL

ORIENTATION OR RELIGION SURVIVORS AND WOMEN OF COLOR (trans inclusive) ARE ENCOURAGED TO APPLY