

SQUASHSMARTS, INC.

Keeping Kids In School + In Shape + On Track for Graduation



DEVELOPMENT ASSOCIATE

Full Time Opportunity

Salary Commensurate with Experience

Employee Health Benefits Available

SquashSmarts is an award winning out-of-school-time urban youth enrichment program utilizing the sport of squash and academic tutoring. Since 2001, SquashSmarts has been providing high quality, high impact programs to students from Philadelphia's public schools. With headquarters in North Philadelphia's Lenfest Center and West Philadelphia's Arlen Specter US Squash Center, SquashSmarts mission is to improve the lives of underserved youth from Philadelphia public schools by providing intensive, long-term academic tutoring and squash instruction, while imparting high standards of personal integrity, health and fitness, and service to the community. SquashSmarts is a 501c3 not-for-profit charitable organization and an equal opportunity employer. SquashSmarts is a founding member of the Squash and Education Alliance (formerly National Urban Squash & Education Association) and the Philadelphia Youth Sports Collaborative. For more information, please visit: www.SquashSmarts.org

Development Associate:

This is a unique opportunity for growth in the non-profit Development and Fundraising field. SquashSmarts seeks an organized and proactive individual to work closely with and report to the Director of Development, as well as work with the Stewardship Coordinator, the Executive Director and Board of Directors to support a year-round fundraising campaign centered on growing the SquashSmarts youth mentoring program. The individual will be responsible for supporting the Development Team with strengthening the program's existing base of support through the cultivation of individual, foundation, corporate donors and government grants. Candidates must have impeccable writing, verbal and interpersonal skills, a collaborative and positive work ethic, and a strong track record of timeliness and attention to detail. One or more years of professional fundraising experience preferred, but not required.

Specific Responsibilities Include:

1. Complete specific projects in support of year-round fundraising efforts through the following charitable vehicles:
 - a. Individual Donors
 - b. Institutional Donors (Corporate & Foundation)
 - c. Special Events
 - d. Public Funding
2. Cultivate relationships with current and prospective donors.
3. Support the research, writing, submission and tracking of grant proposals and grant reports.
4. Support the Stewardship Coordinator with detailed maintenance of the program's donor database on Salesforce, including updating records, gifts, tracking campaigns and correspondence.
5. Prepare materials and reports in support of Development Committee meetings and Board Meetings.
6. Work with the Director of Development to prepare for and execute multiple fundraising events throughout the year.
7. Create fundraising, event and promotional materials as needed.
8. Attend and support several large student program events each year, including tournaments and graduation.
9. Stay current and informed about issues pertaining to the North and West Philadelphia communities, SquashSmarts' mission and the development profession.

Additional Job Requirements:

1. Must pass a state and federal criminal background screening upon hire and renew this screening upon request while employed by SquashSmarts.
2. Maintain a current US or international driver's license in good standing.

3. Non-U.S. citizen applicants must hold appropriate work authorization valid for at least two years.
4. Acceptance of SquashSmarts at-will employment agreement & Handbook policies.
5. Must be physically capable of standing / sitting / moving for extended periods of time; occasional lifting of boxes and materials for events and donors required.

Required Qualifications:

1. Bachelor's Degree or equivalent experience.
2. Interest in youth development, sports, education and improving outcomes for Philadelphia's youth.
3. Proven experience working as a collaborative team member with a strong work ethic and positive attitude.
4. Strong verbal, written, organizational, and event management skills.
5. Extensive knowledge of and experience with Microsoft Office Suite and Google Suite.

Preferred Qualifications:

1. Experience with grant research, writing, data analysis, reporting and grant calendar tracking.
2. Experience preparing for, executing and completing follow up tasks for large fund-raising events.
3. Experience with donor cultivation, relationship building, and stewardship.
4. Knowledge of Salesforce or similar CRM platform.

Expected Work Schedule:

This position will be based in-person at SquashSmarts' North Philadelphia headquarters Monday to Friday 9:00 AM—5:00 PM with occasional meetings and special events on weeknights / weekends throughout the year as assigned. This position is in-person and non-remote, however occasional remote work days will be considered upon request.

To Apply:

Candidates should email cover letter, resume and three (3) professional references including full name, phone #, email, institution, and relationship to candidate, to: Mrs. Jeanie Shanahan, Executive Assistant info@squashsmarts.org

SquashSmarts Awards, Recognition & Industry Leader

2019, 2016, 2013 & 2010 Grant Award Recipient, The Pew Charitable Trusts
2018 International Youth Foundation, United Nations Global Sustainability Goals Project Participant
2018 Philadelphia Youth Sports Collaborative Mayor's Task Force Initiative
2018 Pew Charitable Trust Evaluation Capacity Building Initiative Participant
2017 Philadelphia Community Grant Award, Insurance Industry Community Foundation
2016 GSK Community IMPACT Award Winner, GlaxoSmithKline
2016 Youth Coach of the Year, The Philadelphia Coaches Conference
2016 National Coach of the Year, Up2Us Sports Coach Across America
2013 STRIVE Organization of the Year, National Council of Youth Sports & AIG
2012 Host to Michelle Obama "Let's Move!" Anti-Obesity Initiative
2010 Robert P. Levy Service Award, The Philadelphia Sports Congress
2009 Champion-in-Action Award for Youth Programs, Citizens Bank, NBC10, The Philadelphia Inquirer

SquashSmarts Video Testimonials

"SquashSmarts Equals" by Alkemy X

<https://www.youtube.com/watch?v=R6Ky2lLkDTM>

SquashSmarts' 20th Anniversary Video

<https://www.youtube.com/watch?v=P6BJ36XHcPA>

SquashSmarts is Giving Kids Their Best Shot[®]