

SQUASHSMARTS, INC.

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



DIRECTOR OF DEVELOPMENT & EVENTS

Full Time Opportunity

Salary: Commensurate with Experience

Benefits: Employee Health Benefits Available

Posted: June 18, 2019

Deadline: Open Until Filled

SquashSmarts is an award winning out-of-school-time urban youth enrichment program utilizing the sport of squash and academic tutoring. Founded in 2001, SquashSmarts provides high quality, high impact programs to girls and boys from the School District of Philadelphia's most under resourced public schools. With headquarters in North Philadelphia's Lenfest Center and programs at West Philadelphia's Drexel University, SquashSmarts mission "improves 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 & Education Alliance and the Philadelphia Youth Sports Collaborative. For more information, please visit: www.SquashSmarts.org

Director of Development & Events

SquashSmarts seeks a dynamic Director of Development & Events to focus on cultivating the relationships, funding and resources needed to take advantage of two extraordinary organizational growth opportunities: the expansion of current student programs at the Lenfest Center (LC) and the expansion/creation of new programs at the Arlen Specter US Squash Center (ASUSC), scheduled for opening in Fall 2020.

Specifically, the Director of Development & Events will lead a targeted fund raising effort in collaboration with the Board of Directors, Development Committee, Executive Director and Community Impact Director. Specific goals will be to increase Operating and Sustainability funds to support the planned expansion of staff and community programs at the high school, middle school and elementary school levels across the city.

Ideal candidates will have strong ties to the Philadelphia community and can utilize existing, and cultivate new, relationships in the local market through in-person meetings to create philanthropic support. The Director of Development & Events will serve as a member of the organization's Senior Leadership team representing the organization's interests in the planning, design and implementation of programs at the LC and ASUSC in coordination with a variety of community partners and stakeholders (e.g. US Squash, Lenfest Center, Drexel, etc).

Responsibilities

1. Plan and manage a successful year-round fund raising effort through the following charitable vehicles:
 - a. Individual Donors
 - b. Institutional Donors (Corporate & Foundation)
 - c. Special Events
 - d. Public Funding
2. Lead and manage the organization's Development Committee;
3. Identify current/prospective donors and arrange in-person meetings;
4. Plan and host individual and small group donor meetings and tours;
5. Plan and execute the organization's annual Spring fund raising gala and auction;

6. Research, write, submit and steward grants/proposals to local foundations/companies;
7. Assist with State lobbying efforts and procurement of PA-EITC tax credit dollars;
8. Create fund raising, event and promotional materials as needed;
9. Steward and track donor activities via the organization's CRM (SalesForce);
10. Report to the organization's Executive Director
11. Collaborate with the Senior Program Staff to understand programmatic history, mission and focus.

Required Qualifications

1. Bachelor's Degree;
2. 4+ years of non-profit work experience;
3. Proven experience building individual, in-person, relationships;
4. Strong verbal, written, organizational, individual/group presentation, event management skills;
5. Work full time out of the organization's office headquarters;
6. Extensive experience with Microsoft Office Suite;
7. Pass a criminal background screening;
8. Hold current driver's license in good standing;
9. Three (3) professional references (name, phone, institution, relationship to candidate).

Preferred Qualifications

1. Independent network of industry contacts;
2. Experience mentoring and developing a team;
3. Interest in youth development, sports and education;
4. Knowledge of SalesForce or similar CRM platform.

Candidates please submit Cover Letter, Resume and Professional References by email to Ms. 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
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=R6Ky2ILkDTM>

"The SquashSmarts Program" by Shooters, Post & Transfer

<https://www.youtube.com/watch?v=uqbMLsS-RDY>

SquashSmarts is Giving Kids Their Best Shot®