

SQUASHSMARTS, INC.

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



DIRECTOR OF DONOR RELATIONS & EVENTS

Opportunity: Full Time

Salary Range: \$55,000-65,000 Commensurate with Experience

Benefits: Employee Medical, Dental & Vision 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 girls and boys from the School District of Philadelphia's most under resourced public schools. With headquarters in North Philadelphia's Lenfest Center and West Philadelphia's Drexel University, 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 & Education Association and the Philadelphia Youth Sports Collaborative. For more information, please visit: www.SquashSmarts.org

The Director of Donor Relations & Events will serve as a member of SquashSmarts Senior Leadership Team focusing on three primary areas of the organization's growth and development:

- ❖ Donor Relations & Stewardship
- ❖ Special Event & Auction Planning
- ❖ Development Committee Management

Specific responsibilities include:

1. Proactively engage and inspire people about SquashSmarts mission, work and impact on student-athletes;
2. Work closely with the Executive Director, Board President and Development Committee Chair to arrange meetings, communications and updates with/for the organization's stakeholders and supporters;
3. Manage the organization's Development Committee, including communication, quarterly meetings, and reports to the Board of Directors;
4. Lead the staff/Board in planning and executing the organization's annual fund raising event/auction;
5. Lead the staff/Board in planning and executing targeted donor cultivation activities;
6. Oversee the integrity and reporting of data via the organization's donor software (SalesForce);
7. Work with the Director of Grant Making and Director of Community Impact to support foundation giving and institutional partnerships;
8. Manage Gift Processing Intern to ensure accurate, timely gift processing and acknowledgements.

Additional Job Requirements:

1. Warm, engaging, inquisitive personality with excellent organization and written/oral communication skills;
2. Willingness and flexibility to travel and respond to donor needs;
3. Extensive knowledge of and experience with Microsoft Office;
4. Proficiency in SalesForce or an equivalent donor-management software preferred;
5. Maintain current US or international driver's license in good standing;
6. Must pass a state and federal criminal background screening;
7. Non-U.S. citizen applicants must hold appropriate working papers valid for at least two years.
8. Acceptance of SquashSmarts at-will employment agreement

Expected weekly hours of service: The position will be based at SquashSmarts' North Philadelphia headquarters Monday-Friday 9:00am-5:00pm with additional special weekend/evening events throughout the year as assigned.

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

SquashSmarts Awards, Recognition & Industry Leader

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, 2013 & 2010 Grant Award Recipient, The Pew Charitable Trusts
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=R6Ky2ILkDTM>

"The SquashSmarts Program" by Shooters, Post & Transfer

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

SquashSmarts is Giving Kids Their Best Shot®