



NATIONAL FOSTER YOUTH INSTITUTE

## Communications & Development Associate

**Location:** Remote; Preference given to candidates in Los Angeles or DC areas

### **Pay Scale**

- \$60,000 Annual Salary
- This is a full-time, exempt position
- Benefits include health care, dental and vision

**Supervisor:** Deputy Director

### **Job Summary**

The National Foster Youth Institute (NFYI) is currently seeking a talented individual for the position of Development & Communications Associate. This person will play a key role in helping NFYI lift up #FosterYouthVoices, fund the impactful work we do, and reach additional youth and donors.

This position will be the key bridge between the development and communications departments, supporting fundraising efforts and taking the lead on digital communications. This position will be in close contact with departments across the organization and will connect the dots between all aspects of our work, leveraging the successes of our programs and policy teams into fundraising opportunities, and seeking opportunities to build a platform for our youth members to talk about their experiences and ideas. The ideal candidate is an excellent writer, a strong storyteller, has an eye for design, has meticulous attention to detail, and is eager to learn and master new software. An ability to juggle a variety of tasks, prioritize, and ask for help when needed is also important.

This position is primarily virtual, but the ideal candidate lives near one of our hubs where most of our in-person activity takes place: Los Angeles or DC. Staff occasionally participate in in-person events including fundraisers, meetings with Members of Congress, conferences for our youth, and a one-week conference in DC each June.

### **About Us**

The National Foster Youth Institute empowers current and former foster youth, their families, and communities to use their lived experiences to bring about systemic policy changes in the child welfare system nationwide. We center the voices of those who have been directly impacted by the child welfare system and work to educate local and national decision makers and the public on how we can work together to make foster care a beacon of hope for children and families.



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NFYI is a virtual, bicoastal nonprofit with a diverse, passionate team of individuals who are committed to our mission and to youth development. Full-time staff are expected to work traditional hours and be available by phone, email, chat, and on-camera virtual meetings during regular business hours. Because we have staff and youth members across the country, occasional availability for West Coast meetings is ideal, as is a willingness to participate in silly ice breakers during staff meetings.

### **Duties and Responsibilities:**

#### **Communications (60%)**

- Manage all social media accounts, developing new content, engaging with our community, creating graphics, and editing basic videos;
- Write Constant Contact emails (fundraising and engagement), website copy, press releases, statements, and marketing collateral;
- Use software like Canva to create graphics for social media, print materials, and presentations;
- Manage and maintain email database;
- Work with Wordpress management firm on updating website;
- Manage and update NFYI's communications filing system, including photo/video library, story bank, and videos;
- Create and execute online fundraising and engagement campaigns;
- Respond to media requests;
- Support staff and youth in preparing for interviews;
- Other communications duties, as needed.

#### **Development (40%)**

- Support development staff and consultants in maintaining records, including grant agreements, donor meeting notes, and revenue trackers;
- Keep fundraising database (Little Green Light) updated;
- Support development staff and consultants with writing grant applications;
- Help prepare leadership team for meetings with funders;
- Create online fundraising forms;
- Write and send donor acknowledgment letters and emails;
- Support program staff with gathering information to write grant reports;
- Support accountant with gathering information to keep accurate financial records.
- Other development duties, as needed.

### **PERSONAL CHARACTERISTICS AND PROFESSIONAL QUALIFICATIONS:**



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- Individuals with lived experience in the child welfare system, BIPOC and LGBTQIA+ community are highly encouraged to apply.
- College degree and a minimum of two years of experience working in a communications and/or development role.
- Very strong written communication skills for a variety of projects.
- Eye for design and an ability to create informative and eye-catching graphics that are aligned with our brand, message, and audience.
- Ability to build partnerships with funders, organizations, elected officials, and youth.
- Experience and passion for working with young adults.
- Familiarity with/ability to learn content management systems and email marketing software.

### **Physical Requirements & Work Environment:**

- Willingness to use personal equipment such as cell phone when working remotely. Monthly cell phone stipend is provided.
- Able to lift boxes up to 30 pounds and transport supplies
- Has a valid drivers license and is able to operate a motor vehicle.

*NFYI reserves the right to change duties (add and/or remove), as needed. All NFYI employees are encouraged to be flexible and responsive to change in the scope of duties.*

### **TO APPLY:**

Please upload the following .pdfs to <https://bit.ly/nfyijobs>: your resume, a cover letter that includes something on our website or social media that you connect with, and a previous writing or work sample. Thank you!