Title: Communications and Donor Manager
Type: Fulltime, salaried
Salary Range: $55-60,000
To Apply: Please email a resume and cover letter to: humanresources@oasisforyouth.org

ORGANIZATION SUMMARY

ABOUT US:

Oasis for Youth, founded in 2010, thrives to be known as a trusted resource to every youth age 16 to 24 who is struggling to meet their basic needs, who live, work, or go to school in Bloomington, Richfield and Edina (BRE). Oasis supports youth with a robust continuum of services: outreach, drop-in, housing, employment and most importantly youth involvement and leadership.

We are a small and growing team focusing on increasing access to and visibility of our services. We are looking for someone to join us that wants to create new connections, celebrate successes and be a champion for youth and social justice!

We are also a team that values your lived experience, we want authentic dedicated folks to be part of this team. This is hard work that demands thoughtfulness, ingenuity, and flexibility. If this is you-join us!

Our guiding values are:

*Young People*
We believe in the powerful solutions of youth and the wisdom they possess.

*Connection*
We believe relationships rooted in respect and support lead to a positive sense of self and transformation.

*Belonging*
We believe youth need a place to go to feel safe, comfortable, and at home.

*Prevention*
We believe prevention work requires addressing systemic issues and developing methods to support youth before experiencing homelessness and poverty.

*Justice and dismantling racism and poverty*
We believe in a fair and unified community where all identities are seen, safe, and valued. Racism and inequality are the leading factors causing homelessness in Minnesota, we work to address and dismantle systems that create barriers for youth.

*Innovation*
We recognize young people’s lives are often complicated and the environment can quickly shift, requiring creative responses to current situations.

POSITION OVERVIEW

The primary goal of this position is to drive the organization’s efforts in individual, faith, and civic donor attraction, retention, and stewardship. This individual will be responsible for maintaining strong relationships with existing donors, while expanding Oasis for Youth’s reach.
among community stakeholders seeking to have impact through their financial contributions. The development of strategic communications and leadership in organizing all aspects of key annual fundraising events is also a core responsibility of this individual’s overall job.

KEY RESPONSIBILITIES

- Develop and execute fundraising strategies to cultivate, solicit, and steward Community Level Donors (donors giving up to $1,000) to meet or exceed an annual fundraising goal of $300,000.
- Lead in the conception and implementation of annual fundraising events such as Give To The Max, the annual Oasis Gala, and smaller scale donor engagement activities.
- Provide logistical support to board of directors as requested in their fundraising efforts.
- Concept, write and produce compelling, donor-centric direct mail and email appeals; stewardship materials including newsletter, invitations and brochures; and social media content as related to fundraising and donor stewardship.
- Manage the communication strategy for prospects and donors.
- Collaborate with the key Oasis staff to design and implement a streamlined digital communications strategy, incorporating key development strategies and messages as needed.
- In collaboration with Executive Director, support activities related to major donor stewardship, including scheduling meetings, supporting communications and more.
- Regularly track and report on fundraising results and metrics utilizing database reports and other analytical tools.
- Manage our donor database, Little Green Light.
- Manage on-line giving.
- Maintain website.

Requirements:

- Preferred bachelor’s degree or the equivalent amount of training and hands-on experience sufficient to perform the essential functions of the position.
- 2-3 years of experience in annual fund fundraising, preferably with individual donors.
- Excellent written communication skills that demonstrated experience writing strong, donor-centric direct mail and email content.
- Demonstrated experience using MS Suite, specifically, Excel and Word.
- Demonstrated ability to think strategically yet provide tactical execution of fundraising campaigns.
- Excellent verbal communication skills with ability to initiate direct communication with donors, prospects, volunteers, colleagues, and vendors.
- Excellent interpersonal skills with the ability to collaborate with all levels of staff.
- Self-motivated with the ability work both independently and collaboratively in a fast-paced environment.
- Deep commitment to racial justice and equity.