



**Philadelphia Youth Basketball (PYB)
Development Manager
Full-Time Job Description
Effective January 2022**

Organizational Overview

Philadelphia Youth Basketball, Inc. (PYB) was officially launched in June, 2015, with a mission of creating transformative opportunities for thousands of young people, especially those from under-resourced families and communities, to reach their full potential as students, athletes, and positive leaders. A diverse and impassioned group of individuals, including leaders from the grass-roots to the tree-tops, have been working diligently to execute upon this mission by building an impactful program, a robust and sustainable organization, and ultimately a state-of-the-art youth development and community empowerment center to enable us to provide meaningful experiences to many more children, youth, and families.

Status of Fund Development

- Over the past 7 years, PYB has made notable progress in building a world-class organization, program, and future center. We have made significant strides in developing a respected and recognizable brand and a sturdy foundation for organizational and financial growth with the contributions of a vast group of partners, volunteers, and staff. We have formed over 100 programmatic and operating partnerships with schools, universities, other non-profit organizations, businesses, and the City of Philadelphia; engaged over 250 volunteers who are adding their “time, talent, treasure & ties”; established a diverse 30-member Board of Directors who are leaders within the youth and education, business, philanthropic, and basketball communities; and built a small and mighty professional staff team, including full-time, part-time, and seasonal employees.
- Since PYB’s inception, we have raised nearly \$10M in programming and operating support from over 3,500 donors, including individuals, foundations, corporations, and public funding through a blending of frontline fundraising, grant writing, special events, and marketing. Additionally, we have raised nearly \$22M for our capital campaign to build a high-impact youth development and community empowerment center to empower thousands of young people annually for generations to come. And, around the corner, we will host our third annual Game Time Gala, for which we are on track to bring in approximately \$450k.
- PYB is committed to capacity building, ongoing feedback, and continuous improvement efforts that permeate the entirety of our operations, including fund development. These efforts manifest themselves in our approach to developing young people, as well as the development of our staff team, our board of directors, our programs, and our organization as a whole. We recognize that building a growing enterprise and a program that is capable of driving and measuring impact is not easy, and requires an intensity of purpose and a high degree of interconnectedness between functional areas of our organization.

Primary Scope of Duties

Reporting to PYB's Vice President of Development, the Development Manager will be responsible for leading PYB's grant writing and research efforts, donor database management, and a blending of other meaningful work.

Lead PYB's grant writing and grant reporting efforts, including Letter of Intent, applications, full proposals, and reports to local and national foundations, corporations, and individuals, and public funding opportunities

- o Manage grant writing personnel

Manage Bloomerang, PYB's fundraising and donor management database, which would include, but is not limited to:

- o Entering demographical data for all donor gifts
- o Crafting sophisticated automated and mailed acknowledgment letters
- o Pulling donor and demographic reports
- o Analyzing data and generating graphics
- o Managing the organizational calendar which includes the grant calendar and pipeline and reports for pledge reminders

Research and identify new donor prospects, not limited to foundations and corporations, as well as lead the relationships for a select group of current and prospective donors and funders

Act as staff liaison for PYB's Governance and Nominating Committee of the 30-member Board of Directors

Desired Knowledge, Skills, and Dispositions

- ✓ At least 5 years of relevant experience in grant-writing and/or philanthropy with a demonstrated interest in sports-based youth development, social impact and social change, and non-profit or sports-management
- ✓ Bachelor's degree preferred
- ✓ Exceptionally strong writing skills with significant experience with persuasive and creative pieces
- ✓ Demonstrated comfortability with managing a large database
- ✓ Well-developed analytical, communication, and organizational skills to manage multi-dimensional projects
- ✓ Priding attention to detail
- ✓ A robust work ethic and commitment to individual and organizational excellence
- ✓ A deep curiosity and love of learning, and a growth mindset for personal and organizational development
- ✓ An appreciation and enjoyment for collaborative work with colleagues and board members
- ✓ A genuine comfort level with diverse communities
- ✓ Flexible workstyle with the ability to work in an open office environment

Compensation and Perks

This position will have a salary range of \$50,000 - \$65,000 commensurate with experience. There will be potential for a modest annual bonus and a double-digit percentage salary increase based upon individual job performance and organizational growth.

PYB prides itself on being a supportive workplace dedicated to employees' personal and professional growth through stretch assignments, and access to staff and board meetings, mentorship, feedback, and professional development opportunities.

Company benefits include access to health insurance coverage (medical and dental) for salaried employees and their families. Additional benefits include paid holidays, paid time off, and access to a 401K retirement plan.

To Apply

Applicants should email a cover note and resume by no later than **Friday, February 4, 2022** to the attention of:

Philadelphia Youth Basketball, Inc.
Office of Human Resources
employment@phillyyouthbasketball.org