

Up2Us Specialist - BAWSI Fund Development & Operations

Position Description



Title: Up2Us Specialist - BAWSI Fund Development & Operations

Description: BAWSI is a nonprofit organization that mobilizes the women's sports community to engage, inspire and empower the children who need us most. The Up2Us Specialist is a twelve month, paid, full-time service opportunity under the AmeriCorps VISTA national service program. In this role, you'll support girls* in gaining access to sports while enhancing your grant writing, fundraising, event planning, and organization skills.

As a participant in the VISTA program, you will improve and expand fund development capacity and event management as well as enhance donor relations. You'll also deliver business operations projects that strengthen team collaboration. This position requires strong interpersonal, organizational and communications skills. Also, the role requires attention to detail, documentation, and follow-through in project work. An interest and familiarity with digital marketing will be useful in creatively gaining support for BAWSI.

Upon completion of your time with BAWSI, you will have experienced authentic service with an empowered sense of your own impact as a change maker in the world; and you will qualify for an education award towards future tuition. We know that girls who play today, will lead tomorrow. We are part of creating future leaders in our businesses and local communities. The position begins mid-August, 2022 and ends mid-August of 2023.

Essential Duties and Responsibilities:

1. Expand our donor pool in Fund Development (30%)
 - a. Research compelling data and background information to support grant writing, improving the quality and success rate of BAWSI's competitive grant proposals.
 - b. Increase BAWSI's revenue by researching potential new funders in targeted tiers of Development plan; and providing supporting summaries and interest matches to BAWSI existing and future programming.
 - c. Improve financial and marketing results of BAWSI's events by supporting the spring gala; i.e., owning and leading sub-projects such as online auction setup and management, and documenting activities to ensure objectives are achieved, efficient, and repeatable.
 - d. Research individual fundraising platforms (e.g., GoFundMe) to create a new revenue stream under Individual Fundraising around race sponsorships, birthdays, etc. Analyze and present recommended solution(s) as well as implementation plan. Prepare specifications for features/function; and lead pilot of selected platform(s).
2. Cultivate donor relationships (40%)
 - a. Retain donors by researching creative and cost-effective ways to thank donors by formulating recommendations, organizing and implementing selected thank you campaigns.
 - b. Increase understanding of donors and mine data to increase funding support. Update donor database with new transactions. Complete donor acknowledgments. Devise repeatable ways to analyze and report donor characteristics that are important to building donor relationships and implementing effective campaigns.
 - c. Schedule timely follow-up interaction with donors and organize process for sharing information collected in donor database. Determine best way to retrieve summary information and turn into future donor touchpoint or event.
3. Advance team collaboration and staff effectiveness through improved internal operations (30%)

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- a. Improve staff onboarding services by expanding new employee orientation materials. Coordinate and perform select Personnel, IT, Finance services. Provide communications to staff and develop descriptions of repeatable processes and solutions for hybrid work environment.
- b. Advance BAWSI's record retention processes by determining efficient, correct, and cost-effective methods for all types of data. Organize and perform updates to all record types.
- c. Manage laptop inventory and prepare laptops for updated software and security. Distribute laptops to new employees as part of new employee onboarding process.

Qualifications and Requirements:

1. At least 18 years of age and have US Citizenship or Permanent Resident status
2. Commitment to the fundamental values of service, community, teamwork, and diversity
3. Bachelor's degree from an accredited university preferred but not required
4. Demonstrated organizational and communication skills
5. Demonstrated ability to cultivate collaborative relationships with internal staff and external constituents
6. Knowledge of computer and internet based programs for use in communication and record keeping
7. Frequently balance, bend, grasp, kneel, reach, stand, sit, walk, run, play and write
8. Must be able to occasionally lift and carry light to medium loads of 10-50 pounds.
9. Covid-19 vaccination in alignment with school district requirements
10. Successful completion of TB test and Live Scan/fingerprinting (as needed) upon hire
11. Must clear a criminal history record check

Benefits:

1. Up2Us Vista Program participants receive:
 - Living stipend every two weeks
 - Health benefits
 - Education award upon the completion of service
 - Ongoing training and professional development
2. The opportunity to be an integral part of a small team dedicated to launching a grassroots movement of positive change makers in the women's sports community
3. Engagement in meaningful work and personal development in support of identifying your life's work and purpose at a transition point between college and career launch
4. Personal and professional development
5. Access to members of the women's sports community network through mentorship, events, and projects
6. Build management experience and resume in a professional work environment

*"Girls" refers to gender-expansive youth (cis girls, trans girls, non-binary youth, gender non-conforming youth, gender queer youth and any girl-identified youth).

To apply, please send resume to: kathy@bawsi.org

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(408) 247-2544

More information on BAWSI can be found at www.bawsi.org. BAWSI is an Equal Opportunity Employer.

Bay Area Women's Sports Initiative

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