



## OUR MISSION

To leverage and coordinate the assets of our community to ensure that all Waltham youth have the resources they need to thrive.

### Waltham Partnership for Youth Communications and Development Coordinator

Waltham Partnership for Youth is seeking a Communications and Development Coordinator to play a lead role in our fundraising, communications, and resource development efforts. This is an exciting opportunity to help take a growing organization to the next level by strengthening existing systems and practices in order to increase efficiency, expand our reach through new donor engagement programs, and elevate our profile in the community.

#### Who We Are

##### Waltham Partnership for Youth

Founded in 1988 at the initiative of the City of Waltham and incorporated independently as a 501(c)(3) in 1997, Waltham Partnership for Youth (WPY) has been an integral part of the city's youth development landscape for more than 30 years. Our mission is to leverage and coordinate the assets of our vibrant community in order to provide Waltham youth with opportunities to discover their own personal pathways to success. We facilitate multi-agency, multi-sector initiatives to ensure that the wealth of resources in and around Waltham are available to the youth and families who need them most. Our vision of the future is that the multicultural, multilingual youth of today will be serving in leadership roles in all sectors of our community.

#### Current Programs and Initiatives

- ❖ **Career Exploration & Training:** By cultivating meaningful partnerships with professionals across a wide range of industries, and working directly with young people to understand their skills and interests, we strive to expand the economic and career opportunities available to Waltham youth while keeping in mind the historical and current inequities we face.
- ❖ **Wraparound Waltham:** This multi-agency collaborative of educators and service providers, led by WPY, works to promote higher levels of high school success among recently arrived immigrant students. The program takes a wraparound approach to supporting students by leveraging school and community resources that address needs such as food, housing, and transportation; employment; linguistic and social inclusion; school belonging and engagement; ability to adapt to new environments; and access to mental health care.

- ❖ **WPY Coalition:** Comprised of students, teachers, school administrators, social service providers, and community members, the Coalition is dedicated to fostering mental health and reducing teen substance use.

## **What You'll Do**

The Communications and Development Coordinator will serve as the organizational lead on fundraising, communications, and development, strengthening existing practices and developing new donor outreach and engagement strategies that help us meet our fundraising targets while cultivating long-term support. The Coordinator, who is based out of our office at Waltham High School and reports to the Executive Director, is responsible for the following:

### **Development**

- ❖ Serves as co-chair of the Fundraising and Development Committee, comprised of Board members and staff.
- ❖ Leads the planning and implementation of all fundraising events, with significant support from the Executive Director and the Fundraising and Development Committee.
- ❖ Develops and supports the implementation of donor engagement, recognition, and stewardship strategies and events.
- ❖ Develops and manages an annual campaign for unrestricted gifts from individuals.
- ❖ Researches sponsorship opportunities and submits applications
- ❖ Develops and manages sponsor acknowledgements and engagement thank yous.
- ❖ Maintains accurate and up-to-date donor records in Salesforce.

### **Communications**

- ❖ Takes the lead on content, design, and coordination of all marketing communications, including website, newsletters, social media, and collateral materials.
- ❖ Develops content and design for annual report.
- ❖ Develops Case Statements and Pitch Decks to establish consistent, shared language to be used throughout the organization.

### **Other**

- ❖ Provides supervision and support for any Communications/Development interns.
- ❖ Performs similar or related work as required, directed, or as situation dictates. The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical extension of the position.

## **Who You Are & Keys to Success (the must-haves)**

To be successful in this job, you will excel in the following areas:

## **Excellent Communication Skills**

- ❖ **You produce compelling written and digital materials:** You aim for accuracy and attention to detail. You can learn, internalize, and incorporate our “voice” across platforms. You organize and share information effectively — whether writing an internal email or delivering a presentation.
- ❖ **You are keenly aware of the power of language and representation:** You use references and examples that speak to the experiences of a diverse audience, particularly the communities we aim to reach.
- ❖ **You proactively learn new tools:** You are a self-directed fast learner in an ever-changing technology environment.
- ❖ **You develop mission-driven plans to reach target audiences and achieve results.** You have a demonstrated track record with branding, digital marketing, and web/social media.

## **Highly Organized, Motivated, and Detail-Oriented**

- ❖ **You manage a high volume of work with efficiency.** You have, or can create, a system for keeping tasks from slipping through the cracks. You are able to juggle competing demands and prioritize without sacrificing quality.
- ❖ **You are detail-oriented.** You notice and fix errors that others might overlook. You have a track record of leaving things better than you found them.
- ❖ **You have a strong sense of ownership and resilience.** You plan ahead and find alternative paths, when needed, to get to the finish line. You propose solutions to issues without much guidance (but you aren't afraid to ask questions!). You bounce back from setbacks. You seek and engage well with feedback. You ask for help when needed.

## **Positive Youth Development**

- ❖ **You believe in the power and potential of all young people** and support an asset-based approach to youth programming. You honor the value and dignity of all who we aim to serve.

## **Racial Equity and Inclusion**

- ❖ **You recognize ways that race and other identities intersect in the work,** especially with communities we serve. You are comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms. You understand the historical context for racial inequity and its present-day implications. You practice cultural humility by bringing an awareness of your own identities and a lifelong commitment to self-reflection and learning about the varying and intersection identities of the people that we serve. You believe in the power and potential of all young people and support an asset-based approach to youth programming. You honor the value and dignity of all who we aim to serve

The following skills and experiences are also strongly preferred:

- ❖ Significant experience working in community-based, nonprofit organizations.
- ❖ Experience using Salesforce or other CRM (customer relationship management) software, particularly the Nonprofit Success Pack and Program Management Module.
- ❖ Spanish language proficiency is a plus.
- ❖ While applicants with a degree or coursework in communications, development, nonprofit management or related fields are encouraged to apply, we recognize that there is a range of backgrounds and experiences that might prepare one for success in this role. Therefore, there are no specific educational requirements for this position.

### **What Else You Should Know**

Waltham Partnership for Youth is an equal opportunity employer and we value having staff who come from communities that are most impacted by our work. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is full-time and is primarily based at the WPY office at Waltham High School, with some flexibility for remote work one or two days/week. Some evening, weekend, and/or early work is required - approximately 1-2 times per month. In order to perform the essential functions of the job, the employee must be able to walk, bend, occasionally lift or move up to 25 pounds, operate a computer and other office equipment. The noise level in the work environment is moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The salary for this position ranges from \$53,000-\$58,000/year, with exact salary depending on experience. We also offer:

- Subsidized Health & Dental Insurance
- 15 days paid vacation
- 12 paid holidays
- 15 days paid sickness, health, and wellness leave
- Discounted gym membership

### **To Apply**

Email resume and cover letter to Kaytie Dowcett, Executive Director:  
[kdowcett@walthampartnershipforyouth.org](mailto:kdowcett@walthampartnershipforyouth.org)

Applications will be reviewed on a rolling basis until the position is filled.

Anticipated Start Date: January 24th, 2022