Position: Manager of Development Stewardship and Content – Full Time
Company: Joe Torre Safe At Home Foundation

ORGANIZATION SUMMARY:
Joe Torre Safe At Home is a non-profit organization that provides school-based services to youth exposed to violence. With over a decade of experience in youth violence intervention, prevention education, and community awareness, Safe At Home has helped individual students and whole school communities to address the impact of violence and trauma. Through the in-school program, Margaret’s Place, Safe At Home provides clinical counseling services to youth exposed to violence as well as prevention education through awareness campaigns, Peer Leadership programs, and classroom instruction.

POSITION SUMMARY:
Working within the development department, our successful candidate will provide strategic and creative direction to and execution on all development writing and content generation efforts. The Manager of Development Stewardship and Content will work closely with the development team leads to build a robust and inspiring stewardship engine for Safe At Home to improve the organization’s relationships with its existing supporters as well as to assist in content translation and generation to support our acquisition and outreach efforts to thoughtfully expand our constituency and existing base of public support. Additionally, the Manager of Development Stewardship and Content will collaborate with development team members and the CEO to execute on grant writing efforts and donor proposals.

POSITION RESPONSIBILITIES:
- Strategically collaborate with Development Team, key program stakeholders and the CEO to overhaul the stewardship content function of Safe At Home
- Upon completion of this project, have oversight and responsibility for the management of key deliverables identified to deliver customized, direct content on the impact of donor philanthropy towards fulfilling our mission
- Collaborate with and support Director of Donor Engagement in generating donor stewardship and engagement content
- Collaborate with Safe At Home colleagues in support of acquisition efforts through the translation of program materials and generation of original concepts into unique and engaging content to connect the general public with our mission and our organization’s impact
- Support the development functions of Safe At Home by strategically and tactically improving our grant application output
- Support and partner with development team and other Safe At Home colleagues as well as board members on all development initiatives.

REQUIREMENTS:
- Excellent communication skills with a strong emphasis on writing for a NPO constituency
- Relevant professional experience in a nonprofit organization; demonstrated success in a relevant function (content generation from either a development or program perspective)
- Excellent listening and communication skills; ability to engage a wide range of colleagues and build long-term relationships built on collaboration
- Relevant design experience to improve content aesthetics beyond the written word
- Strong organizational skills
- Flexible and adaptable style; a team-focused leader who can positively impact our development team and the organization as a whole
- A passion for Safe At Home’s mission
• A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time

OTHER REQUIREMENTS:
• Willingness to travel as needed to improve collaboration with colleagues and support initiatives across the country

COMPENSATION:
• Salary commensurate with experience
• Medical/dental/life insurance
• Vacation, sick and personal days
• 401k match of 6% (after 6 months)
• Other benefits

TO APPLY:
• Send resume, writing and stewardship content samples, and three references to jobs@joetorre.org. No telephone calls please.

*The Joe Torre Safe At Home Foundation provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity and expression, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, and unemployment status.*