

**Philadelphia Youth Basketball
Community Mobilization Coordinator
Job Description
Full-Time Salaried Opportunity
November 18, 2020**

Organizational Overview

Philadelphia Youth Basketball, Inc. (PYB) was officially launched in June, 2015, with a mission to create 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 Basketball, Education, and Community Empowerment Center to enable us to provide empowering experiences to many more children, youth, and families.

Status of Fund Development

- Over the past 5 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 70 programmatic and operating partnerships with schools, universities, other non-profit organizations, businesses, and the City of Philadelphia; engaged over 200 volunteers who are adding their “time, talent, treasure & ties”; established a diverse 28-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 over \$6M in programming and operating support from 2,500 donors, including individuals, foundations, corporations, and public funding through a blending of frontline fundraising, grant writing, special events, and online marketing. Additionally, we have raised nearly \$2M in the beginnings of the quiet phase of our capital campaign to build a youth basketball, education, and community empowerment center to empower thousands of young people annually for generations to come. And, around the corner, we will host our second annual Game Time Gala, for which we are on track to bring in approximately \$700k.
- 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 start-up 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.

- As our organization, program, and fund development efforts continue to evolve, we have been strategically adding full-time and part-time staff positions with clear sets of responsibilities. As the capital campaign emerges to construct PYB's future Youth Basketball, Education, and Community Empowerment Center, PYB recognizes the need for a dedicated Community Mobilization Coordinator to lead the meaningful engagement of a variety of communities, including grassroots networks and groups.

Primary Scope of Duties

Reporting to PYB's Director of Development, the Community Mobilization Coordinator will be responsible for:

- Leading the Capital Campaign's Commemorative Brick Campaign, which includes identifying, cultivating, tracking, and soliciting individuals, businesses, schools, civic associations, teams, Faith-based organizations, fraternities and sororities, and other entities for gifts primarily \$2,500 and below
- Serving as the staff liaison to our NextGen Committee, a group of diverse and passionate early-career individuals, by supporting strategy, cultivation, and administrative responsibilities
- Activating grassroots communities through unique initiatives, including gatherings, events, campaigns, and other creative methods to connect, mobilize, and raise awareness of PYB
- General Support:
 - Assist in other day to day strategic development, marketing, events, and partnership opportunities across the organization
 - Participate in weekly development and capital campaign meetings

Desired Knowledge, Skills, and Dispositions

- At least 2 years of relevant experience and a demonstrated interest in a blending of frontline fundraising and community mobilization
 - The applicant's demonstrated interest might come through paid work experience, community service, academic coursework, and/or other formal or informal "learning by doing" opportunities

- Bachelor's degree preferred
- Exceptionally strong communication skills, both verbal and written
- Strong organizational skills with demonstrated comfortability with using a large database
- Well-developed analytical skills to manage multi-dimensional projects
- A genuine comfort level when interacting with people and organizations from various communities, spanning lines of age, race, ethnicity, faith tradition, economic circumstances, geography, and industry sector
- Proudful 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
- Flexible workstyle with the ability to work offsite and in an open office environment

Compensation and Perks

This position will have a salary range of \$35,000 - \$50,000 commensurate with experience, with an opportunity for a review, performance bonus, and pay raise after 6 months. Company benefits include 401(k) deferred contribution plan, paid holidays, and paid time off. An employer provided retirement contribution will not be included. Health benefits are provided to salaried employees 26 years of age and older who have insurance on parent policies under the Affordable Care Act.

PYB prides itself on being a supportive workplace dedicated to employees' personal and professional growth through team building activities, as well as mentorship and exposure opportunities.

To Apply

Applicants should email a cover letter and resume by no later than **December 11, 2020** to the attention of:

Philadelphia Youth Basketball
Office of Human Resources
klafferty@phillyyouthbasketball.org