

YES Prep Public Schools Donor Communications Manager

REPORTS TO: Director of Advancement

POSITION TYPE: 12-month

START DATE: July 1, 2022

COMPENSATION: \$57,500 – \$70,000

EVERY OPPORTUNITY STARTS WITH A YES

Great schools begin with great people who believe every day is an opportunity to make a difference. At YES Prep, you have an opportunity to join a family of diverse educators who are leveling the playing field by providing opportunities for a high-quality, college- forward curriculum while also ensuring our students feel supported through their academic journey and empowered to lead choice-filled lives. YES Prep is more than a family of public charter schools, it's the future of public education—it's an opportunity to say, "Yes, you can!"

Our campuses are advancing educational equity. Some quick stats about us:

- 17,000 Students
- 1,800 Team Members
- 19 Secondary Campuses
- 6 Elementary Campuses
- 91% Students Who Qualify for Free/Reduced-Price Lunch
- 94% Hispanic & African-American Students
- 90% Students Who Are Accepted to a 4-Year University
- 88% First-Generation College Students
- Top 100 High Schools in the Nation, U.S. News & World Report

We serve the students of Houston, Texas, the 4th largest city across the United States. There are over 20 public-school districts and other great public charter school options, like KIPP Texas-Houston and IDEA Public Schools, within Houston's city limits serving our increasing population. We are a rapidly growing organization, committed to creating life-changing opportunities for over 23,000 students by 2025.

THE ROLE

When you join the YES Prep team, some of the exciting work and responsibilities will include:

- Creating, writing, and editing compelling content for both print and digital platforms;
- Executing the vision set for strategic communication campaigns via YES Prep mail and email appeals, annual report, website, social media, collateral materials, event-related content, newsletters, and other donor communications;
- Reviewing and revising development communication for alignment with YES Prep branding guidelines and appropriate writing style;
- Collaborating with internal and external parties to project manage all design and print jobs that meet design expectations and deadlines;
- Identifying opportunities to demonstrate the impact of philanthropic dollars to YES Prep's mission;
- With the Director of Advancement, developing an annual appeals calendar that includes all fundraising direct response communications via mail, email, and social media;
- Collaborating with the entire Advancement team to achieve overall team goals;
- Staying abreast of trends in donor communications and sharing ideas with the team to strengthen donor engagement and improve outcomes;

- Additional duties as assigned.

THE PERSON

We seek staff with diverse backgrounds, talents, interests, and ideas. Certain traits consistently shine through for our most successful employees: passion for the mission, drive for results, care for students, and resilience. Other traits needed and desired for this role are:

MUST HAVES

- Bachelor's degree
- Three years of professional experience
- Mastery of spelling, grammar and punctuation errors and ability to make constructive suggestions
- Excellent time and project management skills and multi-tasking abilities
- Excellent written and verbal communication skills in the English language
- Ability to remain detail-oriented and focused when processing large amounts of text
- Knowledge of donor-centric writing style
- Highly proficient in Microsoft Office suite
- Belief in and commitment to the mission and core value of YES Prep Public Schools
- Openness to giving and receiving frequent feedback
- Ability to work urgently in a fast-paced and results-oriented environment
- Creates and maintains positive working relationships on a team and/or in a highly collaborative environment
- A dedication to learn, grow, and develop as a professional

THE BONUS POINTS

- Experience with email marketing services (e.g., Mailchimp, Constant Contact)
- Experience working in a development office
- Experience working with a CRM (constituent relationship management) database

THE PERKS

- **Compensation** – This position is an exempt, salaried position; offers commensurate with experience.
- **Health and Supplemental Insurance** – A \$10 monthly medical option that includes \$600 towards a Health Savings Account, in addition to a variety of supplemental benefits including Dental, Vision, Disability, Life, etc. Employees must work 20+ hours a week to be eligible for a full spectrum of benefits, and 10 hours a week minimum for medical benefits.
- **Retirement Plans** – Participation in [Teacher Retirement System of Texas](#) and a [457b Retirement Plan](#).
- **Paid Time Off** – Employees working 20+ hours a week receive 15 days of Paid Time Off in addition to the system closures during the [Academic Calendar](#).
- **Paid Leave Programming** – In the event you need to be out due to medical needs (including maternity and paternity leave), YES Prep offers paid leave, paid out at 100%, based on eligibility and tenure.
- **Professional Development** - YES Prep values longevity and performance over time. We invest in developing leaders through high-quality programs, effective coaching, and ongoing [professional development](#).

- [Award Winning Culture](#) – The strong cultures of our campuses and Home Office are just one of many reasons we were named [Houston's Best Place to work](#) in 2018, 2019, and 2021. We won the [2012 Broad Prize for Excellence in Urban Education](#) and were a 2016 finalist as well.

WE ARE DEEPLY COMMITTED TO EQUITY & DIVERSITY

YES Prep strives to recruit a diverse team of leaders. We believe there is a transformative academic and social benefit for students when their teachers and leaders reflect a diversity of backgrounds. Ninety-five percent (95%) of staff members agree that the organization provides a welcoming environment given their background and identity according to our latest system survey.

YES Prep is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood.

TO APPLY ONLINE, CLICK [HERE](#)