



Position Title: **Gold In September (G9) Youth Program Manager**

Reports To: Executive Director

Position Status: Part-time 25 hours per week

Position location: Delafield, WI

Primary Purpose of the Role:

Responsible for the development and implementation of the organization's youth outreach programs focused on youth leadership, social entrepreneurship and philanthropy. Coordination includes event planning, communications, donor relations, school leadership and student engagement, fundraising, database and website maintenance, volunteer management. This position reports directly to the Executive Director of Gold In September.

Essential Job Duties:

- Responsible for development and implementation of G9 Penny Wars, Gold In September's signature national youth outreach program focused on youth philanthropy, leadership and social entrepreneurship
- Identify target markets for implementation of Penny Wars
- Responsible for managing relationships with school and district leadership in an effort to recruit participating schools in Penny Wars
- Serve as point of contact for all school and youth related activities including, but not limited to Penny Wars
- Manage all aspects of volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training and acknowledgement
- Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production and distribution
- Expected to work on site at all special events
- Assist in the development of strategic partnerships with corporate donors that drive both fundraising and awareness for childhood cancer
- Develop and maintain event, donor and volunteer databases
- Proofread and edit documents as needed
- Maintain email distribution list
- Maintain and broaden social networking as well as the G9 Website to benefit the organization
- Handle incoming phone calls using strong customer service skills
- Manage youth program intern
- Additional duties as assigned by the G9 President

Required knowledge, skills and abilities:

- Past event coordination and fundraising experience with 3-5 years in the corporate or non-profit sector
- Must be self-directed and able to quickly make decisions within a frame work
- Possess strong written, verbal and creative skills
- The ability to multi task and work efficiently with minimal supervision in a fast paced environment
- College degree
- Experience with Word, Excel, Powerpoint, Constant Contact, Social Media

Interested candidates should send a resume and cover letter to Beth Lunow at

beth@goldinseptember.org