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Organization Overview

Coaching Corps believes that every young person needs a caring adult outside the home who believes in them, teaches them invaluable life lessons, and helps them to become their best self. For many of us who grew up with access to quality organized sports, that person was a coach.

Middle-class and affluent families pour money and time into ensuring that their kids benefit from sports participation. But kids living in low-income communities have limited access to quality sports programming, leaving them once again on the side-lines.

Coaching Corps is the only national organization with the sole mission of leveling this playing field. We inspire people to volunteer as sports coaches and then place them with after-school programs serving low-income communities so that they can offer quality sports programming with a trained coach. Coaching Corps coaches are trained and supported to use a season of sports to teach kids invaluable life skills such as persistence, optimism, self-regulation, and empathy. Coaches help young people experience the safety, belonging, trust, and autonomy of a great team sports environment while learning to surpass even their own expectations and building confidence and leadership skills.

Since 2012 Coaching Corps has trained and supported over 10,000 people to become sports coaches. In turn, these coaches have provided a season of sports to over 100,000 kids. We operate throughout California, as well as in Boston, Baltimore, Orlando, and Atlanta. This year alone we will provide over 30,000 kids with a trained coach as a role model and mentor. Along the way we are building a vocal constituency of young people, afterschool leaders, sports industry executives, and community leaders, in support of youth sports for *all* kids, regardless of the neighborhood they live in.

Join a growing and dynamic organization committed to closing the sports equity gap. Stand with thousands of volunteer coaches and dedicated afterschool programs that are building the movement to ensure that every child, regardless of their zip code, has access to the transformative power of sports with a trained and caring coach.

More information about Coaching Corps can be found at www.coachingcorps.org. **Coaching Corps is an equal opportunity employer that values the diversity of its staff, partners, and constituents. Qualified women, racial and ethnic minorities, persons with disabilities, and those who are LGBTIQ-identified are encouraged to apply.** Please send your resume, cover letter/introduction, and the employment application to careers@coachingcorps.org with the position title in the subject line.

Position Overview – Development Writing Specialist

The Development Writing Specialist is an important member of the Development and Communications team. This position utilizes strong writing skills combined with analytical thinking to help implement and manage strategies to support the department’s work with major and annual donors as well as Trustees. The ideal candidate will also have demonstrated experience in strategic communications, institutional and individual giving communications, as well as writing on behalf of leadership personnel. Finally, we look for a passion for social change and working to support youth in low-income communities living with the daily stressors of poverty.

Key Responsibilities

- Executes Coaching Corps’ donor stewardship and engagement strategies.
- Helps conceptualize, recommend and collaborate with communications personnel on specialized and regional stewardship and engagement outreach.
- Supports efforts of consultants and development team’s institutional giving work, including editing and submitting reports and proposals for foundations, both for national and regional grants when needed.
- Serves as project manager on regional strategic outreach, including invitations, follow-up emails materials tailored to region/Trustee specific engagement activity.
- Staffs external development professionals on follow-up proposals and event-focused next steps.
- Serves as a project manager and writer for the organization’s annual report.
- Assists communications team on developing and guiding comprehensive and region-specific quarterly reporting plans.
- Manages development communications plan and collaborates with marketing and events colleagues to produce a comprehensive and strategic annual communications calendar.
- Designs and produces development collateral, and collaborates with Finance, Programs, and Development colleagues to align campaign and regional strategies in order to yield high-quality and persuasive printed and digital materials.
- Supports the work of frontline fundraisers, Trustees, and organizational leadership with highly strategic, refined, and timely written follow-up
- Directs process to ensure communications written on behalf of Trustees and Executive Director are strategic, meaningful, effective, accurate, and polished.
- Writes acknowledgement and engagement letters on behalf of the Executive Director.
- Collaborates with Development leadership to design and execute results-driven solicitation campaigns throughout the year.

Qualifications

- Bachelor’s degree with 2+ years of experience in fundraising related to the key responsibilities specified.
- Desire to be creative in both developing concepts and in maximizing resources to achieve results.
- Strong conceptual and grammatical writing skills that demonstrate a knowledge of catering to different audiences in a variety of voices/styles.

- Demonstrated ability to serve as copy editor.
- Motivated self-starter who possesses strong project and time management skills.
- Working knowledge of donor management systems, i.e. CRMs; Salesforce.
- Strong expertise in Microsoft Excel and manipulating information in Excel.
- Knowledge and understanding of current trends in donor communications and engagement.
- Ability to interact with employees at all levels and vendors in a professional manner.
- Eager to work in a dynamic environment.
- Strong interest in sports-based youth development and coaching/mentoring.
- Experience working in the non-profit or sports-based youth development industries a plus but not required. Fundraising experience in some capacity a must.

Working Conditions/ADA information

Work performed at Coaching Corps’ headquarters is in an accessible, secure, temperature-controlled and quiet office environment. Responsibilities occasionally may require an adjusted work schedule, overtime, and rare evening/weekend hours in order to meet deadlines, but we also value our standard culture of work/life balance. In addition, to show our commitment to accessibility, we’d like to share the following information. These key definitions will apply:

- Task is not applicable during most, if not all, working hours – described as N/A
- Task takes less than one-third of the time – described as “occasionally” or “O”
- Task takes one-third to two-thirds of the time – described as “frequently” or “F”
- Task takes more than two-thirds of the time – described as “regularly” or “R”

Fine Manipulation	R	Move, Traverse	O
Vision – close	R	Climb	N/A
Vision – distance	O	Stoop/Kneel/Crawl	O
Ability to lift <10 lbs	O	Talk	F
Ability to lift 25 lbs	N/A	Hear	F

Coaching Corps reserves the right to assign or reassign duties and responsibilities to this job at any time. The job description reflects management’s assignment of essential functions, but it does not restrict the tasks that may be assigned.