



Bay Area Women's Sports Initiative (BAWSI)
Senior Development Associate

We seek an energetic, motivated, goal and detail-oriented individual to contribute to the future for our growing organization. This position will work directly with the BAWSI Team to grow our revenue and expand the base of dedicated BAWSI supporters.

BAWSI is a nonprofit organization based in San Jose, CA. Founded in 2005 by Olympic and World Cup soccer champions Brandi Chastain and Julie Foudy, and women's sports executive, Marlene Bjornsrud, BAWSI mobilizes the women's sports community to engage, inspire, and empower girls in under-resourced neighborhoods and children with disabilities. More at www.bawsi.org

Our Programs

- **BAWSI Girls** is a free after-school sports and leadership program for girls* in under-resourced communities. Our award-winning program harnesses the power of sport as a tool for leadership development and levels the playing field for girls with the least access to sport.
- **BAWSI Rollers** provides fun, adaptive physical activities for girls and boys with physical, cognitive and hearing disabilities. Weekly sessions include activities that develop coordination, strength, confidence, and independence, and are focused on goal-setting, teamwork, self-respect, responsibility, and leadership.
- **BAWSI Leadership Accelerator** expands our programming to middle school and high school girls with a focus on sports participation, leadership, and career exposure.

Responsibilities

Development Operations

- Maintain and expand important, quality, relevant donor information in our Salesforce database to contribute to decision-making.
- Collect donor data, complete donor acknowledgments, and analyze data to support development work and sync with financial performance and business plans.
- Contribute to identifying specific goals and carefully tracking the progress to goals and metrics for projects for sustainability.
- Regularly identify and report the schedule of development activities including grant proposal due dates, report due dates, presentation due dates, and forms management.
- Track assignments and progress to completion for all scheduled development activities and ensure teammates have access to the full, updated schedule.
- Contribute to the planning and execution of plans for the scheduled development activities.
- Along with teammates, provide detailed content, project management of communications content for print, web and social media for all development-related materials.
- Help train and support staff, board members, supporters, and volunteers to fundraise for, and market BAWSI based on your knowledge and analysis of BAWSI data and statistics.



Development and Fundraising

- Identify, pursue, and manage funding by individual donors.
- With COO, contribute to revenue numbers for individual donors to meet annual revenue plans.
- Contribute to annual development operations plan in the area of individual donors.
- Provide detailed project management, planning, and recording of development activities for individual donor solicitation and sustainability activities.
- Contribute to the BAWSI team as a contact for identified funders while building and maintaining lasting community relationships through research.
- Provide exceptional project management and detail messaging and marketing goals, audience planning for specific development events including our gala and campaigns.
- Along with team members, identify, create and manage communications content for print, web, and social media for all development-related materials.

Grant Proposals and Reports

- Research, prepare and submit foundation grants and corporate requests for grant proposals. Ensure data and program metrics for grants align with organization plans and structure.
- Prepare and submit quality and meaningful assigned reports to funders that builds a foundation for sustainable support from the funder.
- Provide detailed project management to ensure accurate, updated, grant templates and source information to enable efficient and quality grant writing by contract grant writers.
- Provide detailed management of the calendar for proposals, reports, and forms, managing calendar in long-term manner understandable for resource planning.

Qualifications

- Bachelor's degree from an accredited college / university
- 3-5+ years of community-based development experience
- Knowledge of gift solicitations, prospecting, fundraising trends and market analysis, planning and managing a donor/sales pipeline and comparing current goals and sustainability plans.
- Detail oriented and experience working with customer/donor databases (Salesforce Database preferred) and reports, analyzing data to make recommendations.
- Process oriented and ability to define, document, and improve efficiency and sustainability of efforts. Confident with financial and return on investment projections and calculations.
- Ability to manage simultaneous, multiple projects, establishing priorities and meeting deadlines. Strong organizational and project management skills.
- Ability to explain and align with financial reporting and budgeting management. Excellent follow-up and closing transactions skills and personal management.
- Excellent verbal and written skills.
- Demonstrated interest and/or involvement in youth sports, Title IX sports equity, children's health, and/or children with disabilities. BAWSI has a preference for candidates with an active interest in, commitment to serving, or similar lived experience to our BAWSI participants.



- Strong interpersonal skills with people at all levels, and in all settings. Ability to relate to a highly diverse environment including donors, Board of Directors, staff, and community.
- Demonstrated success working in multi-cultural teams and a diverse constituency.

Compensation and Benefits

BAWSI is committed to fair and equitable compensation practices, striving to provide employees with total compensation packages that are market competitive. For this role, the anticipated base pay range is \$65,000 to \$75,000 annually. The exact base pay offered will depend on various factors, including but not limited to candidate's experience, qualifications, skills, and geography. Benefits include medical and dental insurance; simple IRA matching contribution up to 3% of salary; a generous PTO and holiday package. Please submit Resume and Cover Letter to apply@bawsi.org. Please direct questions and requests to apply@bawsi.org.

BAWSI is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age, or sexual-orientation. BAWSI is committed to providing our staff and the children we serve with a safe work environment and supporting collective health. As such, BAWSI requires confidential proof of completed COVID-19 vaccination, including eligible booster(s) for all employees (with the exception of reasonable accommodations due to medical or religious beliefs). *"Girls" refers to gender-expansive youth (cis girls, trans girls, non-binary youth, gender non-conforming youth, gender queer youth and any girl-identified youth).