



TeenWorks
College. Career. Community.

About Our Organization:

Founded 1981, the TeenWorks program began with a simple idea to provide young, at-risk Hoosiers with a summer employment opportunity that would teach them the importance of self-discipline, a hard day's work, and giving back to the community. Today, TeenWorks continues to build upon this founding vision by advancing our mission *"to empower teens to achieve excellence in college, career, and community"* through the delivery of a six-week summer program for economically disadvantaged, predominantly minority teens in Indianapolis and Muncie, Indiana.

About the Position — Associate for Development:

TeenWorks is currently seeking a highly motivated and passionate individual to join our team. We are growing this year from 115 student employees in 2013 to over 260 for summer 2014! As the Associate for Development, you will work with our leadership team and Board of Directors to strengthen the organization's capacity, fundraising, and governance efforts, thereby increasing the number of teens with access to our program.

Responsibilities:

- Assist Board and staff in the implementation of the organization's 2014-2016 Strategic Growth Plan with a specific focus on implementation of the accompanying Development Plan;
- Assist Board and staff to achieve 2014 Development Plan goals, including the development of a pilot Corporate Partnership program;
- Develop Board of Directors policies and procedures to guide decision-making and expectations related to Board member recruitment, selection and expectations, orientation, planning, etc.;
- Develop operating policies and procedures to guide decision-making and expectations related to human resources, facilities, maintenance, safety, technology, financial controls, etc.

Qualifications:

- Passionate about empowering low-income teens to achieve excellence
- Ability to work well independently and as a team member
- Highly organized, detail-oriented, able to prioritize and learn quickly
- Proficient with Microsoft Office and social media
- Excellent written and oral communication skills
- Highly motivated work ethic
- Administrative, nonprofit, data collection and/or fundraising experience a plus
- Willingness to assist with tasks as needed to advance the mission of the organization
- Bachelor's degree

Reasons to Apply:

- You will have the opportunity to work closely with the leadership staff and Board of Directors at a growing nonprofit organization. We are lean and flexible! You will be able to see and do it all.
- You'll receive a living allowance from the Corporation for National & Community Service, and you'll be eligible to receive a Segal AmeriCorps Education Award or post-service stipend after your year of service.
- You'll make a positive difference on the lives of economically disadvantaged teens every day you go to work.
- You will be living and working in Indianapolis, the 13th largest city in the United States with a safe, thriving downtown, lots of professional and amateur sports, and a wonderful arts and cultural community. (See what Indianapolis has to offer:
http://cdn1.visitindy.com/web_files/FallWinter2013/IndianapolisVisitorGuide.html)

Apply on the My AmeriCorps website at <http://1.usa.gov/1ay4d4z>. Contact TeenWorks Executive Director Mary Boyer at mboyer@teenworks.org or 317-652-2000 with questions.