

Director of Individual Giving – Youth on Record Employment Opportunity

Title: Director of Individual Giving

Reports to: Executive Director

Salary, part-time (20-25 hours) with the possibility of moving full-time

Benefits: Cell phone and coverage, professional development, on-on-one onboarding and training provided by Bloomberg Philanthropies (a key YOR partner), parking, fitness center membership, free access to recording studio for personal projects (when available), annual use of Youth Media Studio for approved personal events (such as graduations, baby showers, birthday party, etc.), the opportunity to work remotely when necessary.

Start Date: December 1, 2020.

Location: 1301 W. 10th Ave. Denver, CO 80204

Compensation: \$35,000 - \$40,000 commensurate with experience

The Opportunity

Youth on Record is seeking a dynamic, highly skilled team member who is passionate about our mission and commitment to racial and social equity and advancing the next generation of creatives through music. As a team, we are committed to evolving the organization's impact, as well as supporting the members of our team to reach their personal and professional goals. We offer robust professional and personal development opportunities, so expect to grow as a professional, a person, and an artist. The ideal candidate is an experienced project manager who is motivated, driven, creative, and reliable, and will be asked to co-create and implement YOR's individual giving and membership campaigns, with the goal of increasing giving by 25-40% in three years. **Strong preference will be given to applicants who have a desire to become YOR's full-time Director of Development within six months to one year from hire date.**

The Position

Reporting to the Executive Director, the Director of Individual Giving manages all individual donors and the respective membership campaigns including annual support and special project support. As a key member of the Development team, this Director executes year-round cultivation and stewardship efforts and ensures financial goals are achieved.

Key Responsibilities

- Manages annual giving program including mailings, tracking and benefit fulfillment for memberships
- Directs and manages a Major Gifts portfolio including project-specific support and event support through in-person and written interactions and tracking of said work throughout the year
- Manages the pipeline of individual giving prospects at all levels, focusing on upgrades throughout the donor experience
- Manages donor relationships of senior leaders of the organization including the Executive Director and other key leadership staff
- Provides oversight in planned giving as needed
- Tracks and maintains giving projections to ensure financial goals are met
- Work collaboratively with other staff across the organization to cultivate and solicit donors for institution-wide priorities
- Ensure appropriate donor acknowledgment, stewardship and recognition

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- Develops effective and compelling proposals for major support
- Collaborates with the Board of Director's Events and Donor Relations committees, often leading meetings and giving board members project-specific directives

Skills/requirements:

- Five to seven years successful experience in individual giving
- Successful experience in direct donor interaction and managing multi-level individual giving campaigns
- Ability to communicate effectively to internal and external audiences through exceptional personal presentation and persuasive writing
- Desire to work in a collaborative environment stressing mutual support for common objectives
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the organization
- Excellent interpersonal skills and high emotional intelligence
- *In addition to the skills above, we ask that the Director have at least a base-line understanding of the systemic racial and social inequities that YOR's programs seeks to solve for.*

Work Environment:

- YOR's work is faced-paced, and detail and deadline oriented. We are highly communicative, with a commitment to nonviolent communication practices and a trauma-informed approach to management. For the foreseeable future and due to COVID-19 restrictions, YOR is operating in a hybrid virtual and in-person schedule. In-person meeting and tasks will be completed based on the current needs of the organizations.

YOR's Company Culture:

- **INNER-LIFE WORK:** YOR is committed to the whole employee. Our commitment to "Inner-Life Work" provides our team with personal and professional workshops, activities, and opportunities for reflection that aim to support their growth, their goals, and their vision for their lives.
- **SUPPORT:** YOR offers direct support to employees through management check-ins, mentorship and coaching, robust professional development training, professional goal setting, generous fringe benefits and competitive salaries, and opportunities to provide direct, transparent, and upward feedback about our work and work culture.
- **ACCOUNTABILITY:** YOR is committed to ensuring that our work is excellent. To achieve this, teams are held accountable to program outcomes, project deadlines, program outputs, and financial oversight by way of peer-to-peer coaching & critical feedback, supervision, mid-year planning sessions, weekly all staff meetings, and annual 360 reviews.