

**Title:** Development Director  
**Reports to:** Executive Director  
**Position Type:** Full-Time Exempt  
**Leadership Team:** Yes  
**Supervisor:** Yes  
**Salary:** \$75,000 - \$89,000  
**Target Start Date:** June 1, 2023  
**Location:** 1292 W. 10th Ave, Denver, CO 80204

The **Director of Development** is a highly skilled strategist and fundraising leader who assists the Executive Director and Deputy Director with the development and execution of all fundraising activities for Youth on Record. Reporting to the Executive Director, the Director of Development will have both internal and external facing responsibilities, ranging from client and project management (framing of key fundraising approaches, written proposals and plans) to administration (reporting, systems, and giving policies), and human capital (mentoring and coaching program team members to support with raising funds for their programs; mentoring and coaching board members). The DirD will partner closely with the ED to envision and execute on Youth on Record's future growth and strategic response to an ever-increasing demand for our organization's services. Youth on Record's current contributed income is \$1,500,000 and its earned revenue is \$650,000. This position will work with the Executive team to secure 70-80% of this combined portfolio.

### **Key Responsibilities:**

#### **Fundraising Strategy & People Leadership**

- Partner with Executive Director to set fundraising-specific Strategic Shifts and Focus Areas for the FY23-24
- Work with finance team and ED to build multiple five-year pro-forma scenarios for strategic growth based on funding goals and realities
- Supervise direct report (Visibility Manager)

#### **Foundation Giving/Grants**

- Oversee the development and implementation of an annual grants plan, with strategic support for Executive Director, and oversee the execution of the plan
  - Review all grant proposals and reports, which are largely written by a team member at PointBe Strategies
  - Maintain strong relationships with all foundation funding partners, including participating in funding cohorts, site visits, and foundation leader gatherings.
  - Input grant awards into grant management database and CRM (Donor Perfect)
  - Review budget scenarios and reports for all grant applications and compliance, which are written by the finance team
  - Maintain grant management database in our project management system (Asana)
  - Establish, implement, and maintain policies and procedures in accordance with federal grant requirements

- Establish and maintain electronic and hard-copy files for tracking and reporting purposes

### **Corporate & Individual Giving**

- Develop and implement annual corporate and individual giving plans, with strategic support from Executive and Deputy Directors.

### **Government Funding**

- Contribute to fundraising efforts, when assigned, including site visits, grant reviews, pitches, renewals, and prospecting
- Develop and implement an annual National Partnership Plan, and oversee the execution of the plan
  - Oversee the stewardship of strategic national partnerships with support from Executive Director & Senior Advisor

### **Visibility**

- Ensure that internal and external content aligns with YOR's strategic giving and growing priorities, including press releases, opinions/editorials, advertisements, videos, web copy, newsletters, podcasts, social media content, internal communications, and volunteer procurement.

### **Qualifications**

- 2-3 years of experience in Development Leadership (management role or higher)
- Strong alignment with Youth On Record's mission and vision; ability to convey a compelling story about our organization's work and impact
- Strategic thinker and communicator who can conceptualize, design and lead the implementation of team-wide systems and strategies
- Self-directed, performance-oriented individual who has demonstrated initiative and achievement of goals
- A builder, comfortable creating systems and growing teams
- Flexibility and a proven ability to innovate and find creative solutions to challenges.
- A proven track record of successfully achieving fundraising goals, from strategy development to direct solicitation
- Passionate about building positive cross-functional relationships and leading others
- Experience supporting/scaling a fast-growing nonprofit, social enterprise or small business (preferred, but not required)
- Comfort and experience engaging with diverse stakeholders and partners with diverse backgrounds, including individual, foundations, corporate donors, and community-based organizations
- Commitment to the highest ethical standards and organizational transparency
- Energetic, highly organized, and able to handle shifting priorities, multiple goals, projects, and constituencies in a calm and positive manner

- An interest in staying atop of the latest philanthropic trends and applying that knowledge to YORs programs and unique donors

**Benefits:** Youth on Record offers a robust benefits package which includes health insurance, retirement matching fund, 200 hours paid-time-off, various holiday observations, a mental wellness stipend, cell phone and coverage, professional development, inner-life development, fitness center membership, free access to recording studio for personal projects for a minimum of four hours per month, annual use of Youth Media Studio for two approved personal events (such as graduations, baby showers, birthday party, etc.), the opportunity to work remotely when necessary, access to arts and cultural events throughout the year.

**Equitable Hiring Practices:** YOR takes all measures to ensure that community members from a variety of backgrounds and lived experiences have the opportunity to work for us. As such, we consider but do not base employment off the following: **Education:** Youth on Record is an education organization, so we clearly value education. We also know that access to higher education isn't available to all people. While we do consider the advanced education backgrounds of our applicants, we do not require high school diplomas or university degrees for any of our positions: **Traditional Work Experience:** The creative sector and making music profession offer many opportunities to gain skills that are applicable to our work; as does lived experience. So, while we do consider employment history, length of steady employment, and references when hiring new employees, we also consider the whole identity, life-experience, self-study, community involvement, quality and impact of artmaking, and a willingness to grow and develop in our applicants; **Criminal Records:** We background check all employees at Youth on Record in an effort to ensure the safety of our students. That said, inequities in our criminal justice systems are considered when hiring employees with criminal backgrounds. Additionally, there are some past criminal offenses that do not impact the ability of our employees to perform their job duties. We speak openly and honestly with prospective and current employees about past criminal offenses and make case-by-case decisions about new and continued employment based on circumstances surrounding the offense. There are some offenses which do automatically disqualify you for working at Youth on Record, which include crimes against Children.

#### **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.

#### **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