

DEVELOPMENT DIRECTOR

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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.



✦ We're Hiring! ✦



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KEY RESPONSIBILITIES

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



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KEY RESPONSIBILITIES

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.



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QUALIFICATIONS AND BENEFITS

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.

Base Salary: \$75,000 - \$89,000

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APPLICATION INFORMATION

- Interested candidates, please send your cover letter and resume to careers@youthonrecord.org with the subject line: Development Director