



## **DEVELOPMENT OFFICER** **TEEN LIFELINE**

### **Organization Description**

Teen Lifeline has been working to prevent teen suicide in Arizona through enhancing resiliency in youth and fostering supportive communities. We provide essential support for teens throughout Arizona with our peer-to-peer crisis hotline; suicide prevention education in schools as well as community outreach; and our life skills development program for our teen volunteers. Teen Lifeline has been on the front lines of suicide prevention in Arizona for the past 35 years. Our vision that is that all youth possess a sense of connectedness and hope for their future.

### **Position Summary**

The **Development Officer (DO)** will be instrumental in engaging the Board, the Executive Director and the Executive Management Team in the creation and implementation of a long-term fund development strategy that can sustain and strengthen all fundraising and development needs for the entire organization.

The DO will help forge new relationships to build the organization's visibility, impact, and financial resources. Additionally, the Development Officer will implement a comprehensive plan for sustaining the \$1m budget and developing key external alliances by cultivating individual and philanthropic support.

This position reports to the Executive Director, provides supervision to Development team and serves as a development resource throughout the organization. This position requires a results-oriented leader whose passion for Teen Lifeline's mission is matched with strong tactical leadership, outstanding interpersonal skills, crisp decision-making in the face of complex challenges, and a proven track record of non-profit fundraising.

### **Duties & Responsibilities**

#### *Donor Cultivation/Stewardship*

- Works closely with the Executive Director, Board of Directors, and the Development Team to identify, cultivate, solicit, and steward major donors and prospects.
- Ensures growth of Teen Lifeline's individual donor base through comprehensive individual donor retention and cultivation strategies including the annual and tax credit campaigns, new donor acquisition, current donor renewals and upgrading, and event attendee conversions.
- Establishes a strong corporate giving plan, including a corporate giving pipeline and opportunities for corporate volunteers.
- Works with and alongside existing committees to plan and implement special fundraising events and collaborates with the community for 3rd party fundraising opportunities.

#### *Communications*

- Oversee the preparation and distribution of effective development communications, including the annual report, donor solicitation materials, newsletters, and other publications to support development goals.
- Produces and reviews all customized donor, corporate and foundation communications including major gift proposals and appropriately personalized acknowledgments.
- Oversee best practices and ensure excellent customer service to all donors.

## **Qualifications**

### *Academic/Work Experience*

- Bachelor's degree in marketing, business, public administration or related field.
- Minimum of 5 years relevant work experience in fund development, community leadership development preferably with a strong fundraising track record in the nonprofit sector.
- Demonstrated experience organizing, managing, and evaluating events, campaigns, or productions.
- Understanding of social service systems, with particular emphasis on crisis services, youth development, prevention and suicide is highly desirable.

### *Skills*

- Strong capacity for using CRM. Proficiency with Microsoft Office applications, including MS Word, Excel, PowerPoint. Experience with G Suite.
- Exemplary people management skills, strategic leadership abilities, and the ability to link the development of people with achievement of organizational outcomes.
- Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Ability to either take direction or work independently as the situation requires.
- Capacity to interact effectively with Teen Lifeline's many constituencies including staff, Board members, community partners, individual and institutional donors, and community supporters. A leader who can positively influence both strategic and tactical fundraising.
- Must be a great listener and observer and can empathize and show compassion for others.
- Ability to respectfully ask questions, challenge, and communicate both positive and difficult messages to subordinates, superiors, peers, and youth while also using sound judgement regarding the appropriateness of guarding confidentiality to protect the privacy rights of colleagues or youth
- Leads by example, displaying behavior that respects the mission, youth, and Teen Lifeline

### *Cultural Competencies*

- Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- Committed to Teen Lifeline's dedication to thread accountability across all efforts to support and sustain a racially equitable organization. Promote processes and communication that encourage organizational cultural competence and inclusion.

### *Working Conditions*

- Availability for occasional evening and weekend work and some travel as needed, proof of liability and property damage insurance on vehicle used is required.
- Ability to successfully pass a Background Check and/or obtain an Arizona Fingerprint Card.
- While performing the duties of this job, the employee is regularly required to be stationary for long periods of time. Requires long periods of computer usage as well as the use of other office equipment. The employee may frequently be required by this job to use hands and fingers to handle objects; to talk and hear; and to have specific vision abilities including close vision, distance vision, and depth perception. The employee must occasionally move equipment up to 50 pounds. Ability and means to navigate independently throughout the facility.

Salary dependent on experience (\$60,000-\$75,000). Teen Lifeline offers a benefits package that includes generous vacation and sick time as well as medical, dental, life, short-term disability, and an employer matched Simple IRA.

To apply for the position, please send a cover letter and resume to [jobs@teenlifeline.org](mailto:jobs@teenlifeline.org).