Development Director

**PURPOSE**

The Development Director, reporting to the VP of Philanthropy and Community Engagement, and part of the Community Engagement Team, is focused on driving fundraising efforts to support YSS’s mission. This includes annual giving through support of the YSS Impact Circle, securing endowment and planned gifts, as well as networking, nurturing, and delivering major gifts to support our exciting 2021/2022 Capital Campaign. Ability to prioritize and strategize is required. The Development Director will also lead, manage, and hold accountable the Development Specialist, to ensure YSS’s donor database CRM (Blackbaud Raiser’s Edge NXT) is updated, fully utilized, and capable of providing real-time reports to assist with forecasting and pipeline management. The Development Director will work closely with the Community Based Center Directors and the CEO via lead referrals and relationship management, collaborating to best ensure a successful close.

**FIVE MAJOR ROLES**

LMA (Leadership, Management, and Accountability)  
Cultivate donor relationships   
Drive successful Capital Campaign, annual giving, and endowment gifts

Leverage Blackbaud Raiser’s Edge NXT full capabilities

Liaison to Community Based Center Directors and CEO

**SUPERVISORY RESPONSIBILITIES**

Development Specialist

**REQUIRED EDUCATION, KNOWLEDGE, EXPERIENCE/SKILL**

A Bachelor’s degree in business, communications, public relations, philanthropic studies or related field along with minimum four years of experience.

Proven success in sales or fundraising, especially as it relates to planned giving and major gifts.  
Ability to work independently and be self-motivated while performing job requirements.  
Ability to analyze and resolve complex issues.

Attention to detail, excellent written and verbal communication skills and basic computer skills necessary.

**WORK CONTEXT - Compensable factors rated on a 1-5 scale of growing complexity, 5 being the highest**

**(unless otherwise noted below)**

Education level 4

Experience level 4

Professional Development level 4

Responsibility for the Work of Others level 2

Complexity of Duties level 4

Physical Effort and Work Environment level 1 (1-3 scale)

Responsibility for Errors level 4

Responsibility for Confidential Data level 4

Interaction with Others level 3 (1-4 scale)

**PAY BAND**

This position is in Pay Band 6 of the current salary scale.

**ESSENTIAL FUNCTIONS/TASKS/EFFORT**

1. The Development Director is responsible for implementing a comprehensive annual giving and major gift program with an emphasis on the identification, cultivation, solicitation, and securing of gifts.
2. Must operate best within a “sales team” structure, willing to prospect, resistant to rejection, and highly motivated to continual drives toward goals.
3. Determines the best means to solicit major and planned gifts. Develops and executes strategies specifically suited for such donors and compatible with the defined case and the financial goals of YSS.
4. Creates a well-articulated case statement for private gift support based on funding priorities and develops and implements an annual plan to maximize private gift support.
5. Develops lists of prospective major gift donors by researching YSS donor files. Sets priorities for visits and contacts based on this and other research.
6. Develops and implements a collaborative plan with the YSS Community Engagement Coordinator to support development efforts by training volunteers to support fundraising efforts by identifying and evaluating prospective sources.
7. Cultivates strong relationships with potential donors by making visits to learn about their interests and then matching them to the appropriate YSS program, service, and/or needs.
8. Leads development and evolution of the YSS Impact Circle while cultivating new and existing members.
9. In cooperation with the Community Engagement Team, plans and carries out recognition events to support donor stewardship.
10. Annually writes a YSS Foundation progress report which is published as a newsletter with a focus on major and planned gifts and donors. Writes articles about agency impact and planned giving opportunities.
11. Establishes and measures progress on annual work goals.
12. In cooperation with the Community Engagement Team, plans and hosts special informational, educational, cultivation and recognition events for current or prospective donors.
13. Maintains complete records of all prospect interactions via Raiser’s Edge.
14. Initiates recognition and gratitude correspondence (thank you cards, birthday wishes, get well cards, etc.) with all donors and prospects as appropriate.
15. Attends and reports progress to the Fund Development Committee and works with the committee to thank donors.
16. Attends and reports progress at Foundation Finance and Investment Committee meetings. Reports include progress of endowment funds, new Impact Circle members, current memorials, and new major or planned gifts.
17. Attends and reports progress to Foundation Executive Committee and Foundation Board of Trustees including informational segments on major and planned gifts.
18. Staffs the Foundation Board Development and Nominating Committee and makes recommendations for and maintains a list of trustee prospects.
19. Directs donors to experts to answer any legal or tax questions.
20. Is primary contact with families when notified of a donor’s death in order to offer support and assistance including attending funerals and visitations.

Professional Development

1. Maintains active membership in appropriate professional organizations (MIPG, AFP, SCAP).
2. Attends applicable training opportunities for continuing education.
3. Keeps abreast in the field through journals, media, professional seminars, and other activities.

**TOOLS AND TECHNOLOGY**

Computer (desktop/laptop)

Multi-line telephone system

Copy machine/scanner

Video conferencing equipment

Microsoft Office software

Web Browser software

Database software

**POSITION TYPE**

This is a full-time, exempt position.

**TRAVEL**

Travel is required for this position. A valid Iowa driver’s license is required.

**WORK ENVIRONMENT**

The noise level is usually minimal to moderate. Works in well-lighted, climate-controlled environment.

**PHYSICAL DEMANDS**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands.*

While performing duties of the job, the employee is regularly required to stand; walk; may need to sit for extended periods of time; use stairs, as needed; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Physically move to access all YSS locations. Employee must regularly lift and/or move up to 15 pounds, repeatedly. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time.

**VOLUNTEERISM**

This position will engage and assist all YSS volunteers (individuals and groups) adhering to volunteer management best practices to ensure meaningful volunteer experiences. This position will maximize the skills and interests of all YSS volunteers to better impact our organization and the youth and families we serve.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**YSS EMPLOYEE COMMITMENT**

Commitment to agency core values and mission.

Understand and adhere to accreditation standards, agency policy, and licensing requirements.

Responds in a timely manner to internal and external stakeholders

Understands a culture of Trauma Informed Care, and models positive interactions at all times.