

YOUTH CELEBRATE DIVERSITY

Job Description – Development Manager

Purpose

The Development Manager is responsible for implementing and overseeing YCD's fundraising strategy to provide for the short- and long-term needs of YCD.

This role reports to and works closely with YCD's Executive Director.

Primary Duties and Responsibilities

1. Collaborates with the Executive Director in setting ambitious annual goals for fundraising, as well as implementing a fundraising strategy to achieve these goals.
2. Plans and executes fundraising activities for the organization, including but not limited to, a major annual fundraising gala that effectively communicates the purpose and accomplishments of the organization.
3. Maintains a database of current and prospective donors, including corporations, foundations and individuals. Develops and nurtures relationships with major donors.
4. Conducts targeted marketing campaigns to donors and prospective donors to solicit funds. Ensures compliance with all regulations and adheres to best practices for non-profit fundraising.
5. Researches potential sources of, and applies for, grants and public funding. Completes post-grant reports as requested.
6. Supervises any development/fundraising staff, including volunteers and interns.
7. Performs other duties as assigned.

Qualifications

The ideal candidate has three to six years of experience working in non-profit development and fundraising.

We are prioritizing candidates in the Denver Metro area, but are open to candidates with the right background and experience located in other parts of Colorado.

Qualifications include:

- Demonstrable experience raising large amounts of funding for non-profit organizations, including a mix of corporate, foundation and individual donations.
- Demonstrable experience and success planning and implementing fundraising events and campaigns.
- The ability to positively engage with a wide range of stakeholders and cultures, including parents, teachers, school administrators, school board members, volunteers, and others from urban, suburban and rural areas of the state.
- Passion, idealism, integrity, a positive attitude, and an enduring commitment to support all young people.
- Competency with computers, including use of e-mail, word processing software, spreadsheets, and related software. Some computer training will be offered as part of this role.

Working Conditions

This is a full-time position requiring 40 hours per week. Standard business hours will be observed in most cases, with some flexibility needed for evenings and weekends with advanced notice and planning.

The candidate must work from home in most cases, with occasional in-person meetings, as well as limited travel to support in-person YCD events. The candidate is expected to use their own personal computer and home Internet access to fulfill the duties of this role, though YCD offers a stipend to compensate for these additional expenses.

Compensation and Benefits

This position has a salary range of \$50,000 - \$65,000 based on experience. The position comes with standard organizational benefits including:

- Flexible work schedule
- Health care stipend to support purchase of a health care insurance plan
- Technology stipend for use of personal computing equipment and home Internet access
- Travel reimbursement for any travel outside of the Denver Metro area
- 401(k) with organization-provided matching funds
- Two weeks of paid time off (PTO) per year
- Funds to support professional development

Application Process

Please contact Caleb Munro at cmunro@ycdiversity.org to express interest in the role. We encourage interested candidates to submit a resume and cover letter by March 29, 2024, and sooner if able. Any offer of employment is contingent on a candidate successfully completing a background check. A successful candidate must demonstrate proof of vaccination against COVID-19 on their first day of employment to comply with YCD's COVID-19 Vaccination Policy.

Equal Employment Opportunity

Youth Celebrate Diversity is an equal opportunity employer. We will not discriminate and will take affirmative actions/measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

About Youth Celebrate Diversity

YCD supports students and teachers organizing locally, educating themselves and their peers, and taking action for inclusion and social justice. Our vision is that one day, every teen in America will feel safe to achieve in school, no matter who they are. For more information, visit ycdiversity.org.