



Time Out Youth Center

Job Description: **Director of Development & Communications**

Reports to: Executive Director

Overview: Working closely with Executive Director and Board of Directors, the Director of Development & Communications will plan and execute all fundraising and communication aspects of annual operating funds and the capital campaign. Annual operating goal is \$500,000-\$600,000. Funds come from individuals, corporations, foundations and special events. The capital campaign goal is \$1.5-\$2 million and will expand programs and services, and build a transitional living shelter for LGBTQ homeless youth.

Responsibilities:

Development

- Craft annual development plans outlining strategies to sustain and increase annual support from individuals, corporations and foundations.
- Create multi-year strategies for implementing a moves management model of donor development, moving constituents from donor to major gift donor.
- Write grants and other donor proposals.
- Partner with staff to ensure the Center's goals and objectives are achieved.

Membership & Annual Fund Management

- Oversee management of both annual operating donors and capital campaign donors through cultivation, solicitation and stewardship efforts.
- Oversee management of donor engagement activity including annual Gala and two to three other special events.
- Responsible for all elements of donor and campaign events, including developing invitations, ordering food/beverages, managing event volunteers, and coordinating follow up.

Communications and Marketing

- Utilize key messages and case for support to create and distribute campaign communication pieces for donors and prospects, including brochures, electronic newsletters, mailings, and campaign updates.
- Create marketing collateral, press releases, develop and edit website content, etc.
- Develop and implement an integrated and comprehensive marketing and communications plan and timeline
- Create and implement targeted email programs that support goals.
- Lead work on website development strategy, architecture, and usability.
- Manage direct contact with outside public relations agencies.

Meetings, Reports, Administrative

- Maintain and update campaign prospect lists and related materials.
- Coordinate committee meetings.
- Prepare regular campaign reports to share with board, staff and volunteer leadership.

Working with Executive Director and Office Manger:

- Ensure pledges and in-kind donations are documented and donor recognition is properly recorded.
- Ensure donors are acknowledged in a timely fashion.
- Maintain records of in-kind contributions, and provide statement of value to donor.
- Follow up on in-kind contributions to ensure that donations are received at the time they are needed.

Development Systems Management

- Ensure the Center has a strong system for maintaining up-to-date and accurate records of contacts with donors and prospects, overseeing Raisers Edge data systems, and timely use of reporting

Required Qualifications & Competencies:

The ideal candidate would have the following capabilities and qualities:

- Minimum of five years of successful experience in fund development.
- Experience in managerial and leadership roles in development and communication/marketing.
- Donor cultivation and solicitation experience required.
- Proven ability to work as a team player with diverse groups of people.
- Excellent interpersonal and customer service skills.
- Superior communication skills (written and verbal).
- Highly motivated, action-oriented self-starter with strong organizational skills.
- Excellent time and task management skills.
- High level of integrity, professional maturity and sound judgment.
- Decision-making skills in an ever-changing environment
- Ability to adapt, plan for and manage multiple projects in a fast-paced setting.
- Sense of humor, creativity and an appreciation of how philanthropy helps build community.
- Interest in LGBT community organizing.
- Passion for the mission of Time Out Youth Center.

COMPENSATION PACKAGE:

Salary: \$50,000-\$55,000

Benefits: Professional development funds, paid clinical supervision, mileage reimbursement, health insurance, simple IRA, health, dental and eye insurance.

Details: 40 hours per week, some evening and weekend hours as needed

TO APPLY:

Please submit a resume and a cover letter detailing your unique qualifications and interest in the position by email to Rodney Tucker, Executive Director:

Email: RTucker@timeoutyouth.org

Time Out Youth Center is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, age, marital status, disability, personal appearance, family responsibility, or political affiliation. Women, trans identified individuals, veterans, and people of color are encouraged to apply.

Resumes accepted open until filled.