



**Position: Director of Development & Communications**

Status: Full-Time

Introductory Period: 90 Days

Benefits for Full-Time: Medical, Vision, Dental, and Life Insurance; Voluntary Benefits, and a 403B Retirement plan.

**Reports to: President & CEO**

**Position Overview:**

Youth Emerging Stronger (YES) is currently seeking a dynamic, entrepreneurial, and resourceful Director of Development and Communications who will lead all fundraising efforts for the organization and ensure that YES is maximizing the opportunity to leverage individual, foundation and corporate contributions. Reporting directly to and working closely with the Chief Executive Officer, the Director of Development will develop and execute a fundraising strategy designed to support the organization's future goals. This position is an exciting opportunity for an ambitious, strategic development professional.

**Responsibilities:**

- In collaboration with the CEO and Board of Directors, develop and implement ongoing comprehensive, strategic fundraising plan with specific, measurable goals that will enable YES to meet its current budget forecast and future goals; oversee implementation of plan
- Implement a fund development financial plan that outlines the long term financial needs and planned revenue sources of the organization; work closely with the VP/CFO in budget preparation. And monitor fund development metrics.
- Initiate, cultivate and steward relationships with the organization's major donors
- Identify, research and investigate new opportunities for funding from a wide variety of philanthropic, corporate and individual sources to expand donor base
- Oversee all proposals submitted to foundations, corporations, and other funding sources.
- Strategically leverage the time and connections of the Chief Executive Officer and other senior leaders to support aggressive fundraising targets, including developing the capacity of the Board to execute against development goals
- Plan, produce, and execute YES's signature Special events, individual donor-focused "house parties" annually, monthly major donor virtual briefings, quarterly member webinars, and more
- Research and cultivate special event donors and sponsorships for YES's annual Gala and donor related events
- Assist in the creation of event revenue budgets and contribute to the development of specific strategies and action steps to achieve revenue goal
- Represent YES in other public settings, advancing the organization's mission and visibility
- Develops communication plans to insure members, participants, and the community understand the case for support.
- Plan and direct the marketing and communication plan; Plan and oversee annual reports, newsletters, brochures and email campaigns.
- Provide guidance and leadership to the Development Department's team members and set high performance standards
- Others duties as assigned

Additional Qualifications:

- 3+ years direct fundraising or business development experience at a management or Director level
- Demonstrated success building and leading the development function in fast-paced, entrepreneurial nonprofit organizations
- Demonstrated success in procuring individual and major gifts over \$25,000
- Substantial experience designing and implementing comprehensive fundraising plans for all funding streams including major gifts, corporate, and foundation giving, with a track record and experience of significantly growing revenues over time
- Demonstrated success in networking to build creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors
- Significant organizational and management skills including team building, staff supervision and development; ability to manage colleagues, senior management and Board members to achieve fundraising goals
- Strong understanding of and connection to the private sector\
- Proven track record of achieving revenue targets
- Ability to interact and work collaboratively with all levels of management, personnel, and voluntary boards
- Experience managing contract and proposal deadlines
- Knowledge of fundraising information sources, research techniques, data management and evaluation
- Track record of creating and implementing innovative solutions to meet pressing development needs
- Strategic, analytical approach combined with interpersonal professionalism and charisma
- Ability to plan and think strategically while also executing on a tactical level
- Excellent written and oral communication skills, with the ability to engage and inspire a wide range of audiences
- Strong organizational skills, with outstanding attention to detail.
- Satisfactorily fulfill the requirements for employment at the Los Angeles Youth Network, i.e. references, physical examination, criminal records clearance, etc.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as an exhaustive or comprehensive list of all possible job responsibilities, tasks, and qualifications required of employees to this job. Los Angeles Youth Network is an Equal Opportunity Employer.