



## *JOB DESCRIPTION*

# **DIRECTOR OF DEVELOPMENT**

### **Purpose:**

Out Youth, a successful Austin non-profit with 34 years of history of supporting LGBTQIA+ individuals, seeks a full-time Director of Development. Planned growth and a much-anticipated Capital Campaign make this opportunity especially attractive. We are seeking a candidate who would like to share our mission and lead a development office in a great workplace.

The Director of Development works closely with the Executive Director and Board of Directors to oversee and manage all aspects of Out Youth's development program to support an annual operating revenue of \$2,000,000+.

The Director of Development must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative approaches to fundraising.

Critical components of this plan should consist of goals, strategies, and timetables for cultivating, soliciting and stewarding major and capital gifts, planned giving, and matching gifts. The plan should include a complementary focus on prospecting and tactics to build key relationships with supporters as well as community, corporate, and foundation leaders.

The Director of Development will also lead the planning of Out Youth's annual fundraising events. This position reports to the Executive Director and will serve as an active member of the Funds Development Committee of the Board of Directors.

**Position type:** Full-time. Located in Austin, Texas.

**Reports to:** Executive Director

### **Responsibilities:**

- Develops and implements both a short- and long-term development plan to meet established development goals and objectives. This plan should include, but is not limited to:
  - Strategic initiatives for securing major gifts
  - Corporate, private and federal grants
  - Endowment gifts
  - Implementing a robust annual giving program



- Defining stewardship and prospecting tactics
- Enhancing special fundraising/cultivation events
- Developing new approaches to supporting traditional development initiatives
- Provides daily management of development staff, including:
  - Establishing annual goals to support the long-term goals set in the development plan
  - Providing regular performance reviews and appropriate recognition
  - Nurturing ongoing professional development opportunities
- Leads the planning, execution, and evaluation of major Out Youth fundraising events
- Works collaboratively and creatively with Out Youth staff to appropriately position development opportunities and integrate key messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors
- Works collaboratively with key constituents including board members and community members through acknowledgment and relationship-building cultivation efforts
- Oversees management of gift processing and donor acknowledgment, the donor database, and financial reporting
- Manages accompanying information systems
- Manages prospect research and cultivation initiatives with a particular emphasis on:
  - Pursuing strategies to secure or increase giving from donors
  - Providing a structure and process for key development and leadership staff, and Board of Directors, for a regular review of strategies attached to solicitations of potential donors (e.g., contact reports)
- Develops strategies to effectively move existing donors through a meaningful cycle of giving
- Meets regularly with the Executive Director regarding program goals and initiatives and routinely reports to the Board of Directors and appropriate committees
- Attends Out Youth events and activities and fosters significant pride and excitement for fundraising efforts

#### **Qualifications:**

- Demonstrates servant leadership
- Sincere appreciation and understanding of Out Youth's mission and the ability to articulate its values and vision internally and externally
- Exemplifies a collaborative, decisive, motivating, and engaging communication style
- Committed to the organization's mission of supporting LGBTQIA+ individuals
- Minimum of 5 years of increasing responsibility in non-profit fundraising
- Proven success in managing an integrated fundraising program, including experience organizing and implementing strategies to support major giving, annual giving, grant writing, corporate and foundation giving, sponsorships, and special events
- Face-to-face solicitation experience



- Successful track record of personally cultivating, soliciting, and securing gifts
- Excellent managerial skills, and previous experience managing development staff a plus
- Ability to balance multiple priorities in a complex environment
- Working knowledge of:
  - Development best practices
  - Trends in development
  - Fundraising tools and technology including donor databases, email and online campaigns, and donor research
- Extreme tact and discretion, attention to detail, and a commitment to excellence
- Bachelor's degree. Bachelor's degree in Communications, Marketing, Business Administration, or other related field a plus.

**Computer and Technology Skill Requirements:**

- Must be computer literate and highly proficient in Google Suite tools and software
- Must be comfortable with the use of technology in an office environment

**Pay:** \$85,000 – \$95,000 annually, commensurate with experience.

**Hiring Process:** Out Youth is committed to providing equal opportunity to all qualified applicants for employment. Out Youth aims to reflect the diversity of the community it serves. No employee or applicant will be discriminated against on the basis of race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability, or any other factor protected by state, local, and/or federal laws.

Send any questions regarding this posting to [jobs@outyouth.org](mailto:jobs@outyouth.org). No phone calls will be accepted. The position will remain open until filled.

**To Apply:** Send your cover letter, resume, references, and employment application in PDF format by email to [jobs@outyouth.org](mailto:jobs@outyouth.org). The employment application can be downloaded at <http://www.outyouth.org/jobs/application>.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the lead clinician for school-based services. All personnel may be periodically required to perform duties outside of their typical responsibilities.