

## JOB DESCRIPTION

### Development Manager – Annual Giving

Salary:	Grade 8 - \$67,725 - \$92,980 annually
Job Code:	99-245-01
Job Type:	Full Time Regular
Job Class:	Manager
FLSA Classification:	Exempt
Union Represented:	No
Program:	Development
Department / Location:	Administration / Admin Office
Reports To:	Chief Development Officer

**WORK SCHEDULE:** This position is full-time regular and exempt, and may require working days, evenings, nights and weekends and alternate work locations.

**ABOUT THE FUND DEVELOPMENT TEAM:** YouthCare's Fund Development Department team is dedicated to building relationships between YouthCare, and its supporters committed to breaking the cycle of homelessness. We are creative, resourceful, and enthusiastic about identifying personalized and meaningful ways to inspire our community to be part of the great work we do. If you have a genuine passion to seek out pathways to ending youth homelessness and a scrappiness to work with a growing team as we build our capacity, then we want to get to know you!

**POSITION SUMMARY:** YouthCare is seeking a strong, collaborative, and experienced fund development professional with experience leading multi-channel giving campaigns and ownership of a comprehensive annual giving development strategy. Under the supervision of the Chief Development Officer, the Development Manager of Annual Giving leads the development and implementation a strategic relationship-centered development plan with current and potential annual YouthCare donors, leading the work necessary to cultivate and steward these relationships to attain yearly revenue goals. Responsibilities include oversight of comprehensive annual development strategy for annual fund campaigns, workplace giving, external initiatives and matching gifts. This position will also be involved in our capital campaign fundraising. This position is responsible for strategic planning for optimizing and scaling our Annual Giving program including budget development and oversight.

#### ESSENTIAL RESPONSIBILITIES:

- Lead the design and execution of all annual giving activities to meet agency goals in alignment with annual fundraising plan. Responsible for strategy development to grow annual giving which include annual fund campaigns, external initiatives, matching gifts, and workplace giving revenue.
- Partner with the Development and Communications teams to create goals, strategies and plans for annual development calendar, including detailed timelines and expense and revenue budgets that incorporate all forms of donor communication and acquisition, including direct mail, newsletters, annual reports, email, and website content.
- Work collaboratively with the Development team to leverage existing donor data to inform strategies to increase loyalty, depth, and authenticity of donor relations and private income.
- Oversee stewardship efforts including timely acknowledgment and authentic gratitude practices that builds a loyal base of supporters eager to renew their contributions.
- Manages a portfolio of prospective and current mid-level donors by participating in all aspects of moves management.
- Utilize a sophisticated donor database to track giving and engagement, analyze giving trends, and support a relationship-based fundraising model to expand scope and capacity of annual giving.
- Collaborate across departments to develop an energetic and enthusiastic culture of philanthropy and find opportunities for storytelling and revenue generation.
- Improve, maintain, and ensure proper management of systems that support the internal operations, logistics, and structure of the Development team.
- Identify, cultivate, solicit, and steward donors with a focus on relationship building and growing philanthropic support.
- Track prospects and donor activity through our CRM/database.
- Collaborate with Data Specialist to ensure accuracy in database records and reporting.
- Conduct analysis of Annual Giving programs and prepare reports for leadership.
- Timely, ongoing evaluation to ensure goals are achieved/surpassed.
- Coordinate peer to peer and 3rd party fundraising efforts as needed with the Community Relations team.
- Work with development staff to support capital campaign activities.
- Responsible for creation and monitoring of the Annual Giving annual expense and revenue budget creation; ensure monthly reporting for the Annual Giving is accurate and in alignment with Finance Department.
- Support Finance Department for annual audit needs.

- Ensure you and your team can reliably attend and contribute to training and development as needed for the role and Agency such as program requirements, DEI&J, supervision, committee work, and others as identified. This includes confirmation of registration, ensuring attendance, and covering shifts.
- Attend and assist your team members with contributing to our DEI&J culture by creating at least one SMART Goal related to DEI&J within their control to deliver.
- Lead at least one check-in each month with each team member to review SMART Goals, Values, and DEI&J commitments to be set up for success at the mid-year performance review. Additionally, recognize and provide positive feedback for all accomplishments.

**This job description is not intended to cover every aspect of your job at YouthCare. We are a team that works together to meet the needs of our clients and every member of the team is expected to pitch in and help even beyond the specific responsibilities listed in this description.**

## QUALIFICATIONS –

### MINIMUM REQUIREMENTS:

- 5+ years related experience in building and managing a high performing Annual Giving program at a nonprofit organization.
- Understanding of the principles of fundraising and data analytics; experience managing appeals, campaigns, and implementing strategic donor engagement strategies
- Understanding and commitment to principles and best practices of diversity, equity, and inclusion
- Extremely well-organized, detail-oriented, and able to thrive in a busy environment.
- Creative, self-driven, curious, and proactive problem solver with comfort to perform a variety of duties.
- Strong oral and written communication skills with collaborative and transparent communication style
- Skill in managing multiple tasks simultaneously while meeting deadlines.
- Skill in communicating, both orally and in writing, with diplomacy and tact.
- Ability and willingness to engage donors over the phone and in person.
- Excellent customer service skills to interact with board members, donors, volunteers, staff in a collaborative and sensitive manner.
- Experience leading development operations, staff members, and managing CRM databases. Proficiency with Raiser's Edge (or equivalent donor database experience); Proven word processing and overall computer expertise including MS Office, Power Point, Publisher, and an aptitude for learning new software programs.
- High School or GED.
- Experience and credentials must comply with program contractual requirements, including but not limited to the Washington State **Department of Children, Youth, and Families (DCYF)** background clearance process and must be at least 21 years of age. DCYF Clearance must be maintained for entirety of employment when working with under-18 clients.

### PREFERRED REQUIREMENTS:

- Experience working with community members of varying backgrounds and experiences including vulnerable young people or young adults.
- Experience and/or working knowledge of Capital Campaigns and large fundraising initiatives.
- Commitment to YouthCare's initiative to build cultural proficiency across the agency. Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.

### CONDITIONS OF EMPLOYMENT:

- Must be able to provide I-9 supporting documentation for employment.
- Ability to provide a negative TB Test (results must be within one year of hire date).
- **Employees who drive YouthCare vehicles as a requirement for their position**, must be at least 21 years of old, possess a valid Washington State Driver's License, meet minimum safe driver criteria established by the agency and our insurance company which includes completion of Defensive Driving and 15-passenger Van trainings. Drivers under the age of 25 must have been licensed for at least 3 years and those operating vehicles with a capacity of 15 or more passengers must be at least 25 years old.
- Successful completion of pre-service training courses as required by contracting agencies. Training such as CPR & First Aid (Adult/Child), Bloodborne Pathogens, and Behavior Management.
- Computer software skills including Windows, Microsoft outlook, Microsoft Word, and Excel.
- Initiative, creativity, reliability, flexibility, thoroughness
- Strong verbal and written communication skills with good quality spelling, grammar, and punctuation in English.
- High integrity when dealing with a broad array of cultures and restricted and/or confidential information.
- Ability to comply with the program's Code of Conduct for Prevention of Sexual Abuse, Ethics, and Boundaries.
- Ability to maintain professional boundaries, respond respectfully and support a positive work culture.
- Ability to accurately maintain and produce files, records, logs, and reports in English.
- May be required to assume responsibilities or duties within the agency not specifically delineated in this job description for short periods of time or on an infrequent basis.

- Commitment to YouthCare’s initiative to build cultural proficiency across the agency. Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.

**PHYSICAL CONSIDERATIONS:**

- Ability to perform a range of physical motions, exerting up to 50 pounds. Lifting and carrying up to 50 pounds; standing, walking, sitting for long periods of time, kneeling, squatting, and stooping; running for brief periods of time; and go up and down stairs.

**ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION:**

I acknowledge I have received a copy of this job description. I understand the duties, am fully able to meet the requirements and perform the essential functions of this position, with or without reasonable accommodation. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

**EMPLOYEE NAME (Please Print):**

**EMPLOYEE SIGNATURE:**

**DATE:**