



COLORADO YOUTH AT RISK DEVELOPMENT MANAGER Job Description

About Colorado Youth at Risk

Colorado Youth at Risk is a community based non-profit organization that is passionate about the transformational work we provide youth and volunteers in our community. Our mission is to empower teenage students to make life choices that positively impact their future through community-based mentoring and intensive training. Our aim is to reduce the number of high school dropouts, match students with an adult mentor and provide students with a sense of the future and their place in that future. We are a financially stable, growing, creative organization.

Purpose of the Position

Colorado Youth at Risk is looking for a dynamic, results driven person, who is passionate about on-profit work where a difference can be made with people in the community. The person hired for the Development Manager position will work with the Executive Director and Board of Directors to tell our story in the community, raise funds for the organization, including individual cultivation, development of corporate partners, and having the vision to create, and implement, fundraising events. The Development Manager has the opportunity to help match corporations and individuals with their personal and strong desire for mentoring youth and for the successful education of our community's up and coming new leaders.

What the Position Entails

Create and implement a fundraising plan for Colorado Youth at Risk, including, but not limited to, individual donor cultivation, direct mail campaigns, special events and corporation cultivation. Work with the Executive Director and Board of Director to meet income projections. Collaborate with the marketing committee to have the necessary materials for marketing the agency and delivering the message of our work. Networking in the community; arranging and attending meetings with and for the Executive Director and Board of Directors will be part of the responsibilities of the position. Colorado Youth at Risk has a vast pool of long-term committed volunteers to assist in the production of fundraising events. CYAR integrates youth into our fundraising efforts. The Development Manager will have the opportunity to work directly with the young people we serve, giving daily access to our mission.

Classification/Location: Full-time exempt position. Primary location at 1700 E 28th Ave. Denver, CO with travel in the Denver Metro area required.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree required
- Two to three years in non-profit development field preferred
- Experience with fundraising, PR, marketing, sales and financial management , and working in conjunction and collaboration with the guidance of a Board of Directors
- Experience working with and establishing collaborations and partnerships
- Experience working in Denver funding community
- Working knowledge of the Benevon (Raising More Money) fundraising model desirable

KNOWLEDGE, SKILLS AND ABILITIES:

To perform the position of Development Manager successfully, an individual should demonstrate the competencies listed below. It is also required that he/she maintain personal and professional development to meet the changing needs of the job, participate in appropriate training activities and undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this position.

- Knowledge of nonprofit fundraising fundamentals
- Positive, rigorous attitude, flexibility, teamwork, attention to detail, high degree of initiative
- Highly motivated and ability to work in a fast-paced, transparent environment
- Strong verbal and communication skills including effective public speaking, and presentation skills, and ability to communicate effectively one-on-one and in groups
- Strong writing skills
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect for, cultivate, and manage new donors
- Ability to interact effectively at all levels and across diverse cultures
- Ability to be an effective team member or team lead
- Able to travel for donor calls and various meeting
- Strong organization and project management skills
- Demonstrated mastery of MS Office: Excel, Word, PowerPoint and Outlook software packages
- Experience with donor database and tracking software

JOB FUNCTIONS / RESPONSIBILITIES:

1. Create and oversee all fundraising plans. Work with the Board of Directors fundraising committee chair, committee, staff, and other Board members and committee volunteers, as appropriate, to develop and execute fundraising strategies.
2. Implement annual development plan including preparation of agency revenue budget, coordination of fundraising strategies, and management of project and campaign timelines.
3. Coordinate all activities related to major donors and multi-year pledge cultivation including prospect identification and cultivation, gift solicitation, and donor recognition. Prepare, maintain, and update a cultivation and renewal plan for major donors to involve the Executive Director and appropriate Board members.
4. Actively seek to diversify agency funding base with new funding sources, including corporations, individuals and major gifts.
5. In conjunction with Administrative Assistant oversee and maintain agency development database that supports donor development and solicitation, agency development and marketing functions.
6. Plan and supervise direct mail campaigns, including targeting recipients, coordinating printing and mailing functions.
7. Coordinate and produce agency publications related to development including donor appeals, annual report and event collateral materials.
8. Oversee the creation and implementation of all agency special event committees in conjunction with volunteers and staff. This includes, but is not limited to, annual spring Toast the Future auction, summer golf tournament and winter Partners for a Bold Future breakfast. Recruit, direct, and support volunteer committees to promote and produce agency special events.

Development Manager Position description Cont.:

9. Attend networking events and opportunities in the Denver Metro area as they relate to fundraising, partnership and collaborative opportunities.
10. Attend weekly staff and monthly Board meetings, making presentations as needed. Participate as a member of the agency management team, participate with several Board of Director committees as they relate to special events, marketing and fundraising.
11. Performs all other duties within expertise as assigned.

Compensation:

Competitive salary for position and budget of the agency. Generous Paid Time Off policy. Health insurance benefits. Mileage reimbursed. Bonus possible based on agency performance.

To Apply

Please submit by email to: jobs@coloradoyouthatrisk.org

1. A cover letter stating your interest;
2. Your high level qualifications for the position;
3. Salary requirements;
4. Your resume outlining education/experience/achievements; and
5. Contact information for three references.

No phone calls please.