

YOUTH EMERGENCY SERVICES Foundation, INC.

Job Description – Executive Director

Direct Supervisor: Board of Directors

Hours: Self-directed and flexibility required with a variety of day, evening, and weekend hours.

Qualifications: Combination of Education (marketing) and experience related to fund-raising, grant writing, and endowments. Strong community presence.

General Description: Professional individual with experience developing and implementing a comprehensive funding program. The successful candidate will be experienced in Grant Writing. Fund-Raising, obtaining individual and corporate donations. Position requires self-motivation, ability to work independently, establish and respected in the community.

I. Job Duties and Responsibilities:

1. Grant Writing: Federal, State, and Foundation proposal writing and assuring grant administration/accountability.
2. Fund-Raising: Establishing and maintaining individual business and corporate solicitation for program operations, special projects, and capital improvements.
3. Endowments: Creation and development of an endowment and gift program.
4. Communication/Marketing: Representing the agency and programs, development and updating brochures, public speaking, and media contacts.
5. Computer Literacy: Knowledge and expertise in word processing, spreadsheets, database, and print/publishing programs.
6. Philosophy/Mission: Must learn and support the agency's philosophy, mission, and programs.
7. Accounting: Knowledge of general financial accounting.
8. Strong Interpersonal Skills: The ability to meet deadlines and to work under pressure.
9. Perform other duties as may be assigned.

Submit cover letter and resume to:

Attn: Kathy Coleman
YES Foundation
PO BOX 2151
Gillette WY 82717