



YEP IS HIRING!

The Youth Empowerment Project (YEP) is a community-based, 501(c) 3 non-profit organization that provides an array of mentoring, educational, employment readiness and enrichment services to underserved youth and young adults in the Greater New Orleans region. YEP strives to always provide the highest quality services to all of our youth and their families.

YEP is looking for a Director of Development to join our Leadership Team.

The Director of Development must believe deeply in YEP's Core Values:

RESPECT	YEP believes all people have value and should be treated with dignity.
INTEGRITY	YEP is honest and sincere.
PROGRESS	YEP believes in ongoing learning and innovation.
KINDNESS	YEP is caring and generous.
ACCOUNTABILITY	YEP is responsible to its participants, families, community, donors and other stakeholders.

The Director of Development reports to YEP's CEO, works directly with the Board Development Committee, and is responsible for planning, leading, and implementing a comprehensive development strategy that will ensure the Youth Empowerment Project (YEP) is able to meet its annual goals.

The Director of Development's key responsibilities include:

- Assuming primary responsibility for establishing and attaining the organization's fundraising goals
- Creating an annual Development Plan in conjunction with the CEO and Development Committee
- Facilitating and coordinating YEP's Annual Giving campaign
- Identifying new public, private and corporate resources that are aligned with YEP's mission
- Writing grants and grant reports and overseeing grants management
- Communicating regularly with YEP's Leadership Team regarding funding needs for programming
- Overseeing major gift prospecting and solicitations
- Providing leadership to the CEO and Board of Directors regarding fundraising goals and strategy
- Cultivating and maintaining relationships with donors and foundation staff
- Representing the agency in meetings with funding partners (at the direction of the CEO)
- Staffing the Development Committee and maintaining effective relationships with board members
- Maintaining the organization's donor database
- Providing support and guidance at fundraising events



Qualifications include:

- Bachelor's Degree required
- Minimum of five years of successful experience in fund development including annual campaigns and grant writing.
- Demonstrated ability to work effectively with a Board of Directors
- Excellent interpersonal communication skills and the ability to interact comfortably with diverse individuals
- Exemplary work ethic; willing to go above and beyond to ensure high quality and timely production
- Excellent writing skills
- Experience with database management
- Understanding of youth development, juvenile justice, or related fields
- Deep commitment to assisting underserved populations
- Highly organized
- Diligent and thorough; pays close attention to detail
- Flexible and comfortable working in dynamic, fast-paced environments
- Friendly and outgoing
- Good at maintaining composure during difficult and high stress situations
- Excellent at time management, juggling multiple deadlines, and delivering results
- Computer literate and open to learning new systems and programs, as required
- Professional and courteous

This is a full-time position. Salary will be commensurate with experience. YEP provides full-time employees with an excellent benefits package.

How to Apply:

Qualified applicants must submit all of the following to be considered for this position: **cover letter, resume, and a writing sample.** All materials should be emailed to Megan Faunce at jobs@youthempowermentproject.org. **No phone calls.**