



## **JOB DESCRIPTION DIRECTOR OF DEVELOPMENT**

### **Organizational Summary**

The Youth Empowerment Project (YEP) is a community-based, 501(c) 3 non-profit organization that provides an array of mentoring, educational, employment training, case management and enrichment programming 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.

### **Position Summary**

The Director of Development (DOD) plays a critical role on YEP's Leadership Team helping to ensure that YEP achieves its mission of securing resources necessary to support our quality programs and operations. The DOD is expected to maintain positive relationships with existing funding partners while cultivating relationships with new funders. In partnership with the Executive Director/CEO and with the support of the Director of Administration and Grants Management and Director of Special Projects, the DOD is responsible for bottom lining all fundraising and development activities that are critical to YEP's ongoing success. The DOD reports directly to the Executive Director/CEO.

The YEP Director of Development must share YEP's **Core Values of:**

**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.

### **Position Responsibilities**

#### **Donor Cultivation and Management**

- Identifying new public, private, individual and corporate resources that are aligned with YEP's mission
- Represent YEP at meetings with existing donors and potential funding partners
- Oversee major gift prospecting and solicitation
- Organize and facilitate donor tours or YEP Programming
- Establish a planned giving program
- Facilitate and coordinate YEP's annual giving campaign
- Oversee the acknowledgement of all in-kind donations and cultivate relationships with in-kind donors
- Partner with YEP's Development Committee and Executive Director/CEO to both create and implement a comprehensive Donor Stewardship Plan



#### Team Projects

- Work with YEP's Director of Special Projects to ensure best outcomes for events related to fundraising and to ensure best practices in donor communication / tracking
- Work with YEP's Director of Communications to ensure YEP communications are aligned with YEP's Fund Development Plan
- Work with YEP's Director of Administration and Grants Management to establish and grow relationships with local family foundations

#### Board Relations

- Provides leadership to YEP's Board of Directors, Development Committee and Executive Director/CEO on issues related to establishing and attaining fundraising goals
- Works alongside of the Development Committee Chairperson to ensure that the committee is working effectively and individual members receive the support and guidance necessary to help YEP attain established fundraising goals.

#### **Training**

The Director of Development must be an accomplished, fundraising professional at the time of hire. The successful candidate will receive on the job training that is primarily focused on understanding YEP's history, impact, culture and needs.

#### **Qualifications**

- Bachelor's Degree required
- Minimum 3 years' experience in fund development
- Excellent writing and oral communication skills
- Strong organizational and time management skills
- Personal qualities of integrity, honesty, kindness, respect and accountability
- Credibility in the New Orleans community
- Commitment to the city of New Orleans and the mission of the Youth Empowerment Project
- Ability to work effectively and respectfully with a diverse range of individuals and institutions
- Maintains confidentiality with respect to participant, personnel and proprietary agency information

#### **Salary and Compensation**

The annual salary for this position is highly competitive for the local non-profit sector. This position is full time with an excellent benefits package. For a well-qualified individual, our package is negotiable.

**To be considered for this position please email your resume and cover letter to Holly Heine at [hheine@youthempowermentproject.org](mailto:hheine@youthempowermentproject.org). NO PHONE CALLS, please.**