



## **Cincinnati Youth Collaborative Director of Development**

**Position Title:** Director of Development

**Reports to:** President & CEO

- **Job Function:** Provides strategic direction and leadership to the organization's development and marketing activities and serves as a key member of CYC's senior management team. Responsible for building CYC's visibility, impact and financial resources and has primary responsibility for the solicitation of major gifts, community and private grants, special events and corporate and foundation support. Manages a development team of professionals who are responsible for implementing a fund development strategy to fully fund the organization and its initiatives.

### **Job Responsibilities:**

#### ***Development***

- Directs comprehensive development efforts that ensure a strategic fundraising plan to support the organization's annual budget, future capacity needs and growth of operating reserves
- Oversees all of the organization's development activities and manages the day to day operations of the development function
- Leads development of fundraising budgeting and annual income projections; works in partnership with finance department for organizational budgeting, audits and annual reports
- Manages development and execution of all non-government funding proposals and reports
- Develops and implements a stewardship program aimed at attracting, retaining and increasing donors as well as cultivating deeper relationships with supporters
- Carefully monitors and reports regularly on the progress of the development program
- Develops and manages all annual giving including special events, print and online giving solicitations
- In close partnership with the President and CEO and Board of Directors and senior management team, executes special campaigns for the organization

#### ***Marketing***

- Responsible for creating, implementing and measuring the success of a comprehensive marketing, communications and public relations program that will enhance CYC's image and position and tell the CYC story to key audiences including media, donors and volunteers.
- Ensures that all communications portray CYC in a positive manner, protect the integrity of the CYC brand and create a greater awareness and positive attitude toward the organization, especially among donors
- Develops, implements and monitors systems and procedures necessary for the smooth operation of the marketing/communications/public relations function within the organization
- Oversees internal and external communications, website, print material, social media, etc.

### ***Special Events Management***

- Supports the planning and effective implementation of the major CYC fund raising special events
- Sets budgets for each event focusing on increasing revenues and decreasing expenses
- Post-event activities such as evaluations, reports, and follow-up
- Solicit sponsorships, donations, and pledges for events
- Responsible for the overall implementation of the assigned events and day-to-day management of each event committee
- Lead planning and implementation of Outstanding Student Event each June

### ***Business and Community Relationship Coordination***

- Works closely with CYC Leadership to maximize corporate and community partnerships around the full scope of needs for CYC (Volunteers & Revenues)
- Collaborates clearly with Development Team regarding partner prospect cultivation and identifying the proper owner at a given point in time for each overlapping relationship.

### **Qualifications**

- Sophistication with the intellectual depth and maturity to work with other executives and the Board of Directors
- Strategic understanding of various development campaign activities, including direct mail, proposal and grant development, planned giving, event planning and management, volunteer management and donor research
- Strong leadership and management skills
- Excellent relationship, public relations and networking skills
- Proficiency in donor software- selection and implementation
- Organized, able to prioritize, meet deadlines and multitask
- Financial acumen with attention to accuracy and detail
- Strategic thinker with ability to develop and execute strategies successfully
- High energy level
- Exceptional communication and presentation skills
- Skilled in interpretation of data and numbers
- Values workplace diversity equitable distribution of work
- Optimistic leadership style with a willingness to accept personal accountability and responsibility
- Passion for CYC's mission and values

### **Education and Experience Requirements**

- Bachelor's Degree in communications, public relations, fundraising or related field
- A minimum of 7 years' experience and a record of success in raising significant amounts of money through major gifts, annual giving, innovative partnerships, businesses, and foundations
- Experience in leading a fundraising and communications teams and plans
- Demonstrated fiscal and budgetary management
- Proven ability to work with program staff to achieve fundraising goals
- Budget development and management skills

### **Physical and Mental Demands**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The employee is:

- Able to sit, stand, walk, climb, stoop, kneel or balance with body motor skills sufficient to enable incumbent to move around the environment.
- Digital dexterity and hand/eye coordination in performance of tasks.
- Able to speak and hear.
- Able to lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.
- Able to use hands to finger, handle or feel, and reach with hands and arms.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to compare, decide, problem solve, analyze, instruct and interpret.

CYC is an Equal Opportunity Employer