JOB DESCRIPTION

Job Title: Director, Foundation and Individual Giving
Organization Segment: Young Americans Center for Financial Education
Reports to: Vice President/Business Partnerships and Development
Status: Salaried/Exempt

Position Summary:
The Director, Foundation and Individual Giving is an integral member of the Development team. The position, in partnership with the Vice President-Business Partnerships and Development, helps manage specific components of the organization’s fundraising plan, including foundation grants and individual giving.

Position Responsibilities:
• With the Vice President, develop and manage the annual development plan for foundations (private and corporate) and individual donors (large and small), which becomes part of the budget submitted to the Boards of Directors for approval.
  - Identify new and increased funding sources for organization operations, programs and special projects, providing regular updates on progress made towards goal.
  - Provide timely and exceptional customer service.
• Direct the private foundation and corporate foundation grants program.
  - In response to organizational priorities and needs, develop and execute the development plan for the research, prospecting, relationship-building, proposal, stewardship, recognition and benefit fulfillment, and report writing for private and corporate foundations.
  - Identify, nurture and steward relationships with the goal of acquiring, retaining and upgrading donors. Ensure relationships progress through timely, donor-centered communications and meetings as well as the fulfillment of grant requirements including reports and determined recognition rights and benefits.
  - Maintain comprehensive records including Salesforce grant calendar (contact information, LOIs, proposals, deliverable and report due dates, etc.), communications (thank you notes, impact reports, audits and other communications), and document files.
• Direct the individual giving program for the organization.
  - In response to organizational priorities and needs, develop and execute the development plan for research, prospecting, relationship-building, cultivation, acquisition and retention of individual donors.
  - Develop and execute the large individual donor program (> $1,000) including research, relationship building, proposal, fulfillment of donor benefits and report writing.
  - Develop and execute the small individual donor program (> $1,000) including research and communications/outreach plans (email, mail, social media, etc.)
  - Define recognition benefits at various levels of contributions and verify individuals receive promised benefits.
  - Develop and execute the planned giving program including objectives, strategy and tactics and materials (email, direct mail, website, etc.).
- Oversee the organization’s presence on ColoradoGives website as well as the Colorado Gives Day campaign for the organization.

- Coordinate volunteer engagement opportunities.
  - Work in conjunction with the Vice President of Development and Programs to schedule, plan and implement successful volunteer opportunities for corporate, foundation and individual donors.
  - Assist with tracking participants and volunteer events in Salesforce and communicate with volunteers.

- Coordinate special events.
  - Work in conjunction with the Vice President to schedule, plan and implement successful fundraising and donor cultivation events throughout the course of the year, including organizing guest lists, handling invitations, arranging event logistics, attending and communicating with prospects and attendees.
  - Serve as part of internal event committee for Spotlight on YouthBiz Stars with emphasis on solicitation of individuals for table sponsorships and event tickets, and day of event execution.

- Serve as the liaison for Wray grant writer.
- Actively participate in job-related community events and organizations where there is the potential to cultivate funding relationships.
- Regularly attend meetings and seminars to maintain an awareness fundraising best practices.
- Participate in special program opportunities when requested.
- Other duties as assigned.

**Essential Knowledge, Skills, Abilities:**

- Knowledge of the principles and practices associated with effective fundraising and development and foundation, corporate and individual solicitations and communications.
- Knowledge of the principles and practices associated with effective grant and proposal development and reporting.
- Knowledge of nonprofit organizations’ funding initiatives.
- Knowledge of the rules and regulations affecting grant and proposal reporting.
- Knowledge of Young Americans Center's programs and services.
- Ability to spend large percentage of time meeting current and potential supporters at either their place of business or conducting tours of our facility.
- Ability to develop new fundraising ideas and methods and to develop presentations.
- Ability to work effectively in a team environment.
- Ability to carry out assignments effectively and in a timely manner.
- Exceptional communication skills, both orally and written. Must be able to converse with both children and adults.
- Ability to compose high quality correspondence, a variety of reports, grants and proposals.
- Demonstrated time management, planning and analytical skills.
- Excellent interpersonal skills and track record of community relationship building.
- Ability and ease at creating good rapport with potential and existing supporters.
**Education and Experience:**
- Bachelor's Degree or the equivalent combination of training and experience.
- Minimum 3-5 years non-profit, marketing and communications experience.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Date:  June 2020  
By:  Betsy Sklar