

POSITION DESCRIPTION
DIRECTOR OF DEVELOPMENT, NATIONAL OFFICE
Location: Metro, Washington DC

ORGANIZATION DESCRIPTION:

Year Up's mission is to close the Opportunity Divide in our country by providing urban young adults with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education.

We achieve this through a high-support, high-expectation model that combines marketable job skills, stipends, corporate apprenticeships, college credit, a behavior guidance system and several levels of support to place these young adults on a viable path to economic self-sufficiency. Our intensive training and education program serves urban young adults, ages 18-24, in Boston, New York City, Providence and Washington, D.C. We have achieved excellent results to date: 100% placement of qualified students into apprenticeships, 80% student retention, 90% of apprentices meet or exceed partner expectations, 87% of graduates placed in full or part-time positions, and a \$15/hr average wage at placement.

POSITION OVERVIEW:

- The ideal candidate will be a smart, articulate, flexible, seasoned manager capable of working independently and taking initiative.
- Resourceful and creative in his/her approach to problem solving,
- The ideal candidate will be both driven to generate and lead new projects and partnerships and prepared to manage all of the back-end work involved in a start-up organization with a lean staffing model.
- S/he will be a natural net-worker, familiar with the fundraising landscape and comfortable and effective at navigating the cultural and political nuances of donor communities.
- The ideal candidate will have full working knowledge of corporate and foundation giving and tracking system management.
- In keeping with Year Up's values, the Director will interact with students as an advisor and group facilitator, participating in creating and sustaining a positive education environment, with trust among students, faculty and work site leaders

Skill Set:

- Available to the DC site as a senior, experienced development resource with a proven track record. Providing a full compliment of skills including direct solicitation, goal management, donor management and staff management.
- Has own individual portfolio of prospects and annual goal.
- Centralized development functions ensure standardization as well as high levels of execution.
- Devise and oversee all mailings, donor correspondence, grant proposals and foundation reports.
- Leverage time of Executive Director and National leaders in cultivating high-potential donors and prospects.
- Work closely with the Executive Director to review structure of development teams ability to achieve and grow resources.
- Must be able to build an active annual fund, major gifts, events, principle and capital gifts as well as planned gifts; corporations and foundations giving.
- The Director will be responsible for focusing their efforts and maintaining databases so all are clear on what monies have been committed, what monies are outstanding and when those should be collected and how.
- Must have excellent writing skills, outstanding interpersonal skills and a demonstrated ability to work independently.

Qualifications:

The ideal candidate will have:

- A Bachelor's Degree (Master's Degree preferred) and 7-10 years of management experience in all aspects of fundraising;
- Excellent writing, verbal and interpersonal communication skills; extensive experience overseeing teams and workgroups, and the ability to work with minimum supervision and meet expected goals;
- A proven track record in effective implementation of strategic fundraising, and be able to demonstrate an ability to articulate the organization's position in the marketplace;
- High levels of motivation, energy and confidence, with strong interpersonal and presentation skills;
- Ability to multitask and meet deadlines;
- Successful candidate will possess the ability to develop superb working relationships with staff centrally and in field offices as well as contractors, volunteers, partners, investors;
- Experience in fundraising systems a must;
- A passion for working with urban youth and an unshakable belief in their potential;
- A strong work ethic and positive attitude, with a willingness to be flexible and do whatever it takes to get the job done;
- Occasional domestic travel is required.

To Apply:

E-mail a resume and thoughtful cover letter stating the skills/experience you have that match the qualifications of this position as well as how you heard about the position to Bridgette Gray at bgray@yearup.org. Please include "*Director of Development*" in the subject line. **No phone calls please.**

For information on Year Up, please visit our website at www.yearup.org

Year Up is committed to hiring staff who reflect the diversity of the communities it serves.