



Position Title: Associate Director of Development

Reports to: Executive Director

YOUTH IN ACTION:

We are a non-profit organization based in the Southside of Providence that works to support young people of color in RI's marginalized communities. We recognize that many of our youth come from communities that suffer from a disproportionate share of social, economic, and environmental burdens. Because of this, our youth walk through the door with an experiential social awareness--the recognition of discrimination, over-criminalization, and broad inequities in their schools and neighborhoods. Our programming provides a space where youth can come together to share their stories, learn leadership skills and take action. Youth In Action exists to make a safer place for youth to find themselves, grow, and make change in their own lives and communities. We do this by offering free after school programming (Core, Immersion, Collective, summer series), partnering with schools and other youth serving community partners, and organizing and engaging in coalitions and movements for change.

POSITION DESCRIPTION:

Youth In Action is seeking an **Associate Director of Development** to lead our fundraising strategy. Reporting to the Executive Director, this position is responsible for the identification, cultivation, solicitation, and stewardship of individual, corporate, and foundation donors and grants, building off of the strength of our previous fundraising efforts. The Associate Director of Development, advises the Executive Director and the rest of the YIA Team, and partners with the Board Treasurer & Executive Director within the monthly Fund & Finance Board Committee. The Associate Director of Development will be responsible for raising 30% of the agency's budget.

RESPONSIBILITIES

- **Collaborate with the Board and Executive Director to create and implement a fundraising strategy**
 - Identify, cultivate, solicit, and steward a portfolio of individual, corporate, and foundation prospects
 - Manage and grow a portfolio of major gift donors and prospects capable of making gifts of \$10,000 or more
 - Strengthen donor retention and engagement through strategic stewardship, including personalized outreach and regular face-to-face visits
 - Prepare compelling funding proposals, gift agreements, impact reports, and donor correspondence
 - Translate agency funding priorities into persuasive donor proposals and fundraising materials
 - Co-lead with the Executive Director the Monthly Fund & Finance Board

Committee Meeting

- Lead the planning and execution of annual Bloom Fundraiser, as well as other donor cultivation and recognition events
- **Coach, mentor and supervise the Development team**
 - Supervise and support the Executive Development Co-Coordinator in the creation of donor-facing materials, annual reports, and campaign assets
 - Develop the department's annual planning, budgeting, and goal-setting processes in alignment with the agency's priorities
 - Participate in Monthly Fund & Finance Board Committee Meeting and provide quarterly reports on fundraising efforts
 - Collaborate with the Executive Director and Board Executive Committee in creation of the agency Fund Development plan for each year
- **Track fundraising activity, donor engagement and pipeline progress**
 - Use Bloomerang to maintain accurate and timely records of donor interactions, proposals, and management of activities
 - Analyze fundraising data and trends to assess portfolio health and recommend strategic adjustments
 - Track and report on fundraising metrics, donor engagement and portfolio performance
 - Deliver quarterly reports on fundraising efforts to the Fund & Finance Board Committee Meeting

QUALIFICATIONS

- Proven ability of personally cultivating, closing, administering and stewarding significant major gifts from individuals, corporations and foundations
 - ***Candidates with a deep understanding of Rhode Island's Fundraising landscape will be prioritized***
- Experience developing and managing diversified fundraising strategies within the nonprofit sector
- Experience in leading and project managing donor cultivation and fundraising events
- Strong written and verbal communication skills with the ability to craft compelling cases that inspire donor engagement and drive fundraising results
- Experience with CRM Platforms, Bloomerang preferred
- Experience managing a large portfolio of major gift donors (\$25,000+) and executing moves management strategies
- Strong organizational and time-management skills, with the ability to manage competing priorities and collaborate effectively across teams
- Knowledge of a range of grassroots fundraising strategies, strongly preferred
- Strong interpersonal skills in professional and donor-facing environments
- Ability to work some nights and weekends

COMPENSATION & BENEFITS:

- Salary Range - \$65,000-68,000 salaried full-time position (full year) and paid time off
 - Paid Time Off
 - Three weeks of PTO in the first year of employment, shifting to Unlimited PTO at one-year anniversary
 - Four weeks of scheduled agency closure agreed upon by all team members, two weeks in the summer and two weeks in the winter
- Immediate agency covered health insurance for yourself
- 401k with agency 3% match
- In-person position with flexible virtual working opportunities

Equal Opportunity Employer: We are committed to diversity, equity, and inclusion. We encourage applications from all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected characteristic.

APPLICATION PROCESS:

Please submit a resume with a statement of interest to apply@youthinactionpvd.org with references (including a current/former manager and current/former direct report). Please use the subject line: **YIA Associate Director of Development**.

This application will be open until the position is filled. Interviews will be conducted as applications are received.