



JOB DESCRIPTION

Job Title: Director of Development

Currently Filled By: Vacant

Summary:

Out Youth, a successful Austin non-profit with 35 years of history supporting LGBTQIA+ individuals, seeks a full-time Director of Development. Planned growth and an ongoing Capital Campaign make this opportunity especially attractive. We seek a candidate who shares our mission and can lead a development office in a great workplace.

The Director of Development works closely with the Executive Director and Board of Directors to oversee and manage all aspects of Out Youth's development program, supporting annual operating revenue of \$2,000,000+.

Beyond traditional fundraising, the Director of Development must possess a nuanced understanding of the LGBTQIA+ landscape and the resilience required to fundraise in the face of modern challenges. We need a strategist who knows how to communicate the gravity of the attacks on our youth to a diverse donor base, turning collective concern into a comprehensive, results-oriented engine of support.

Critical components of this plan should consist of goals, strategies, and timetables for cultivating, soliciting, and stewarding major and capital gifts, planned giving, and matching gifts. The plan should also include a complementary focus on prospecting and tactics to build critical relationships with supporters and community, corporate, and foundation leaders.

The Director of Development will also lead the planning of Out Youth's annual fundraising events. This position reports to the Executive Director and will serve as an active member of the Fund Development Committee of the Board of Directors.

Compensation: \$90,000+ annually or commensurate with experience

Position Type: Full-time, 40 hours per week, Hybrid

Location: Austin, Texas, United States

Classification: Exempt

Reports To: Executive Director

Direct Reports:

- Development Manager
- Marketing & Communications Coordinator

Travel: None

Work Hours:

Typical work hours are Monday through Friday, 9 AM to 5 PM. A final schedule will be determined in collaboration with the Executive Director.

Some evening and weekend hours are required.

This position is hybrid, with the ability to work remotely. The candidate is expected to reside in the Austin Metro area.

Benefits:

- Medical, dental, and vision insurance base plan paid at 100%.
- 403(b) retirement plan with up to 3% employer match.
- Four weeks of paid vacation congruent with the established organization schedule.
- Additional paid time off by request.
- Annual professional development stipend.

Essential Functions:

- Develops and implements short- and long-term development plans to meet established development goals and objectives. This plan should include, but is not limited to:
 - Strategic initiatives for securing major gifts.
 - Corporate, private, and federal grants.
 - Endowment gifts.
 - Implementing a robust annual giving program.
 - Defining stewardship and prospecting tactics.
 - Enhancing special fundraising/cultivation events.
 - Developing new approaches to supporting traditional development initiatives.
- Provides daily management of development staff, including:
 - Establishing monthly, quarterly, and annual goals to support the long-term goals set in the development plan.
 - Providing regular performance reviews and appropriate recognition.

- Nurturing ongoing professional development opportunities.
- Leads the planning, execution, and evaluation of major Out Youth fundraising events.
- Works collaboratively and creatively with Out Youth staff to appropriately position development opportunities and integrate key messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- Works collaboratively with key constituents, including board and community members, through acknowledgment and relationship-building cultivation efforts.
- Oversees gift processing and donor acknowledgment management, the donor database, and financial reporting. Manages accompanying donor and development information systems.
- Manages prospect research and cultivation initiatives with a particular emphasis on:
 - Pursuing strategies to secure or increase giving from donors.
 - Providing development staff, leadership, and board members a structure and process for the regular review of strategies attached to solicitations of potential donors (e.g., contact reports).
- Develops strategies to effectively move existing donors through a meaningful cycle of giving.
- Meets regularly with the Executive Director regarding development goals and initiatives and routinely reports to the Board of Directors and appropriate committees.
- Attends Out Youth events and activities and fosters significant pride and excitement for fundraising efforts.

Skills & Competencies:

- Demonstrates servant leadership.
- Sincere appreciation and understanding of Out Youth's mission and the ability to articulate its values and vision internally and externally.
- Exemplifies a collaborative, decisive, motivating, and engaging management and communication style.
- Committed to the organization's mission of supporting LGBTQIA+ individuals.
- Excellent managerial skills. Previous experience managing development staff is a plus.
- Ability to balance multiple priorities in a complex environment.
- Working knowledge of:
 - Development best practices.
 - Trends in development.
 - Fundraising tools and technology, including donor databases, email and online campaigns, and donor research.
- Extreme tact and discretion, attention to detail, and a commitment to excellence.
- Must be computer literate, comfortable using technology in an office environment, and highly proficient in Google Suite tools and software.

Required Education & Experience:

- Bachelor's degree.
- Minimum of five years of increasing responsibility in non-profit fundraising with a successful track record of personally cultivating, soliciting, and securing gifts.
- Do you have proven success in managing an integrated fundraising program, including experience organizing and implementing strategies to support major giving, annual giving, grant writing, corporate and foundation giving, sponsorships, and special events?
- Face-to-face solicitation experience.

Preferred Education & Experience:

- A Bachelor's or Master's degree in Communications, Marketing, Business Administration, or other related field.

Work Environment:

- Indoor climate-controlled office environment.

Physical Demands:

- Work is performed while standing, sitting, and/or walking.
- Frequent computer use at workstations for extended periods of time.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires lifting, carrying, pushing, or pulling weights up to 30 pounds.

Additional Eligibility Qualifications:

- Must pass a criminal and motor vehicle violations background check.
- Must have a valid driver's license.

Work Authorization Requirements:

- Must be legally authorized to work in the United States.

Equal Employment Opportunity

Out Youth is committed to providing equal opportunity to all qualified applicants for employment.

Out Youth aims to reflect the diversity of the community it serves. No employee or applicant will be discriminated against based on race, ethnicity, religion, sex, sexual orientation, gender

identity, gender expression, age, disability, country of origin, documentation, or any other factor protected by federal, state, and/or local laws.

Out Youth is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

If you require reasonable accommodations in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to people.ops@outyouth.org.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Application & Hiring Process

Visit <https://outyouth.bamboohr.com/careers/38> to apply.

Send any questions to people.ops@outyouth.org.

The position will remain open until filled.

Applications will be accepted for at least two weeks from the posting date.