



413 Ninth Street  
Glenwood Springs, CO 81601  
970-945-9300  
www.youthzone.com

## Career Opportunity **Development Director** Aspen to Parachute, CO

### **Employment Classification**

Full-time, exempt; Based in our Glenwood Springs office, this position requires access to reliable vehicle required for travel throughout YouthZone's service area of the Colorado Ninth Judicial District, which includes Garfield, Rio Blanco and Pitkin Counties.

### **About YouthZone**

YouthZone currently serves over 1,500 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. 90% of our clients maintain their healthy behaviors after graduating from YouthZone. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado. We aim to hire family-focused team members who believe that growth is possible for all of our clients, regardless of their history.

**Our Vision:** *Hopeful Youth; Strong Families; Safe Communities.*

**Our Mission:** *YouthZone provides comprehensive assessment and advocacy to inspire healthy relationships between youth, families, and communities.*

### **Position Overview**

YouthZone seeks a strategic and organized philanthropic professional to serve in the role of Development Director. In addition to being a proactive and joyful frontline fundraiser, this growth-minded individual will be an enthusiastic and persuasive advocate for YouthZone's mission and vision in the field of youth development.

Holding primary organizational responsibility for increasing capacity and building sustainability for YouthZone's programs, the Development Director will:

- Coordinate and lead YouthZone's development team in securing \$1.5M annually in support of operations;
- Manage YouthZone's relationship with an active and varied portfolio of donors and prospects;
- Facilitate and deepen the connection of donors to YouthZone's mission in a way that encourages continued support of our various fundraising initiatives;
- Expand YouthZone's corps of major gifts donors;
- Oversee YouthZone's annual grant portfolio;
- Manage YouthZone's annual fundraising event;
- Develop and execute a plan to grow YouthZone's \$1M endowment fund, and;
- Serve as a member of YouthZone's Leadership Team;
- Inspire an organization-wide culture of philanthropy.

In addition to a robust work ethic, and the ability to work in collaboration with tact and diplomacy, YouthZone's next Development Director will have deep empathy for adolescents and the issues they face. This position offers a wonderful opportunity for an ambitious, career-minded fundraiser to join a dynamic team of professional optimists at one of the most successful and well-regarded youth organizations on the Western Slope.

### **Education, Training and Experience**

- **Required:** Bachelor's degree from an accredited, four-year institution, or an equivalent combination of training, education and relevant experience.
  - **Highly desirable:** Major, or substantial coursework in development.
- **Required:** Three or more years of experience working in development and fundraising.

- *Required:* Exceptional oral and written communication.
- *Required:* Outstanding interpersonal skills.
- *Required:* High proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint.
- *Required:* Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers.
- *Highly desirable:* Data base experience.

### Working Relationships

- Reports to the Executive Director.
  - Development Director receives support from the Board of Directors and the Finance Committee.
- Weekly meetings with the Executive Director for purpose of supervision, development planning, on-going training and general support.
- On-going, constructive, and open collaboration between all YouthZone staff is essential to our team to ensure a consistent, effective and high-quality program.
- The ability to interact efficiently and effectively with stakeholders including municipalities, counties, district leadership, businesses and foundations across Colorado.

### Essential Functions and Responsibilities of the Development Director at YouthZone

- Establish and nurture key relationships, both internal and external.
  - Establish and maintain rapport with donors and other stakeholders.
  - Participate in community events and service organizations.
  - Lead annual fundraising event.
  - Collaborate with other community resources to maintain and develop positive working relationships.
  - Lead the organization in maintaining a philanthropic culture.
- Establish meaningful customer relationships.
  - Build and sustain donor relationships.
  - Respond promptly to donors and other key stakeholders.
  - Facilitate and organize YouthZone team meetings as needed.
  - Remain flexible in setting times and places for meeting with donors.
- Maintain administrative responsibilities.
  - Maintain records and document work activities in accordance with YouthZone standards and practices.
  - Promptly prepare all necessary documentation.
  - Accurately complete YouthZone paperwork and data-entry in timely manner.
- Participate as contributing member of the YouthZone Team.

### Other Requirements

- Participation in a child abuse registry check; fingerprint/Colorado Bureau of Investigation check; driving history check, and; drug screen.
- Ability and willingness to work a flexible schedule in order to accommodate donors and businesses.
- Access to, and willingness to use, reliable transportation that is properly registered and insured for travel throughout the YouthZone service area, which includes: Aspen, Basalt, Carbondale, Glenwood Springs, New Castle, Silt, Rifle, Meeker, and Parachute.
- Participate in on-going training opportunities related to development
- Well-developed interpersonal abilities.
- Reading and conversational fluency in Spanish is desirable.
- Ability and willingness to work a full-time weekly schedule, that at times requires flexibility in service to meeting the needs of donors.
- Professional attitude, and friendly, courteous manner.
- Exceptional task and time management skills.
- Creativity and strong problem-solving skills.

### Required Responsibilities of YouthZone Team Members

- Serve as an ambassador for YouthZone and its mission throughout the communities we serve.
- Be prepared to provide accurate information and answer questions about YouthZone's programs and services.
- Be prepared to provide accurate information and answer questions about YouthZone's current and upcoming development opportunities. This includes the ongoing Wish List.

- Demonstrate ability and willingness to work with donors and team members with an attitude of respect and non-judgment.
- Maintain a strong sense of compassion and empathy for adolescents and the existential struggles they deal with.
- Ability to problem-solve with leadership team and the Board of Directors.
- Maintain strict compliance with YouthZone operational and safety policies, procedures, and standards.
- Comply with confidentiality standards and practices, HIPAA guidelines, and mandatory reporting requirements.
- Notify Clinical Supervisor immediately regarding interactions with high-risk clients, and/or emergent situations.
- Complete all required and requested documentation and reports in a timely manner.
- High proficiency and comfort level in computer skills, to include word processing, spreadsheets, email, calendar/collaboration operations, and use of cloud-based functions.
- Willingness to expand and deepen technological skill set.
- Strong writing skills: ability to draft professional, high quality letters, emails, reports, proposals, etc.
- Demonstrate commitment to the success of the organization and its programs.
- Attend and participate in mandatory monthly Team Time meetings.
- Participate in organizational activities as directed, in order to meet the goals and objectives of YouthZone.
- Attend and participate in YouthZone fundraising activities and programs.
- Perform any other duties in service to the successful operation of YouthZone as assigned by the Executive Director or Assistant Director.

### **Required Skills and Attitudes of YouthZone Team Members**

- Passion for our vision and mission.
- Advanced organization and time-management skills.
- Highly developed interpersonal and communication skills.
- Persistence and assertiveness in advocating for youth.
- Ability to type for purposes of crafting reports and correspondence, and for data entry.
- Willingness to share in office maintenance and upkeep, as directed.
- Commitment to the success of the organization and its programs.
- Reliability, friendliness, and conscientiousness.
- Enduring sense of humor.

### **Benefits of working at YouthZone**

YouthZone is a great place to work! We offer our employees: a flexible, weekly work schedule; three hours of weekly exercise time; employee retirement plan; health insurance/wellness stipend; a positive working environment, and; the opportunity to be part of a wonderful team consisting of committed and passionate professionals.

An offer of employment for the position of Development Director at YouthZone will be contingent upon the candidate passing a background screening process that includes Colorado Bureau of Investigation fingerprint check of criminal history, Child Abuse Registry check and drug screen. All YouthZone staff must also show proof of auto insurance and submit a copy of diploma(s) and/or certificate(s) of training.

***The statements contained herein reflect general details in order to describe the essential functions of the position, as well as the skills and attitudes necessary for success. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned. This job description does not constitute an employment contract and is subject to change as the needs of YouthZone and requirements of the job change.***

### **To Apply**

Send current resumé and a cover letter in which you introduce yourself; highlight your relevant skills, training and experience; explain why you would like to work for YouthZone, and; what you would bring to the YouthZone community as a member of our team. Email to [kberglund@youthzone.com](mailto:kberglund@youthzone.com).