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413 Ninth Street

Glenwood Springs, CO 81601

970-945-9300

www.youthzone.com

Career Opportunity

**Assistant Development Director**

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**About YouthZone**

YouthZone currently serves over 2,000 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. Ninety percent 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 diverse, family-focused team members who believe that growth is possible for all of our clients.

**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.*

YouthZone is an equal opportunity employer and welcomes everyone to consider joining our team. We strongly encourage black, indigenous, people of color, immigrants and LGBTQ+ people to apply.

YouthZone is committed to inclusion.

YouthZone advocates for equality.

YouthZone has a long history of promoting justice.

**Employment Classification**

Regular full-time, Non-Exempt. Starting Salary = $48,500. Based in our Glenwood Springs office.

**Position Overview**

YouthZone is seeking a mission-driven professional with grant-writing, fundraising, donor relations development and database experience to support the Development Director in carrying out our annual fundraising plan which aims to generate $1.5+ million per year in support of our mission.

Along with providing general fundraising support, the Assistant Development Director serves as the primary writer on all organizational grant proposals, and oversees them, with the support of the Development Director, through the entirety of their lifecycle ensuring compliance with requirements and proper due diligence for all subsequent reports and data submissions.

YouthZone’s current grant portfolio includes public and private foundations, local governments, state contracts, businesses, and philanthropic institutions. In addition to managing our current grants, this position is also tasked with researching and identifying new grant opportunities that align with YouthZone’s mission, needs and operations. The Assistant Development Director, in collaboration with the Development Director and Clinical Director, holds responsibility for donor aspects of the YouthZone donor database (Salesforce) in terms of maintaining best practice standards and processes for accuracy, as well as data input, cleanup projects, data security and backup.

Additionally, this position responds to data requests and inquiries from internal and external audiences that will include generating data reports, statistical analyses, financial summaries, and other custom reports as needed.

The successful candidate will be a collaborative team player who can also work independently, thriving in the minutiae of data, analysis, donor relations and daily operations. This position will be eligible for advancement to Deputy Director after acquiring and/or showing evidence of proficiency of skills outline in this job description. It will be imperative for this individual to be able to integrate with the entire YouthZone team by providing program support, accounting assistance, and general office administration as needed.

**Education, Training and Experience**

* *Required:* High school Diploma, G.E.D., or equivalent.
* *Highly desirable:* Associate’s or bachelor's degree from accredited institution.
* *Highly desirable:* Training or experience in nonprofit administration, development, data science, or related topics.
* *Highly desirable:* One or more years of experience working at a nonprofit organization.
* *Highly desirable:* Grant writing and/or development experience.
* *Required:* High proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint.
* *Required:* Proficiency with office technology and equipment, including printers, copiers, scanners, and computers.
* *Highly desirable:* Experience using Salesforce or other data experience.

**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 full-time weekly schedule, which for YouthZone is Monday thru Thursday, 8:00 – 6:00. Must have some flexibility and willingness to work outside our typical work schedule in order to accommodate deadlines, events, presentations, etc.
* Participation in on-going training opportunities related to aspects of nonprofit grant-writing and data management.
* Reading and conversational fluency in Spanish is desirable.
* Ability and willingness to use personal vehicle for periodic travel throughout the YouthZone service area, which includes: Aspen, Basalt, Carbondale, Glenwood Springs, New Castle, Silt, Rifle, Meeker, and Parachute.
* Professional attitude, courteous manner, and clear, confident phone voice.
* Exceptional interpersonal, written and verbal communication skills.
* Exceptional task and time management skills.
* Creativity and strong problem-solving skills

**Working Relationships**

* Reports to Development Director.
* Collaborates with Assistant and Executive Director.
* Strongly influenced by Leadership Team and Program Coordinators.
* All YouthZone employees are expected to engage in constructive, and open collaboration with all staff, which is essential to our team to ensure a consistent, effective and high-quality program.
* All YouthZone employees are expected to interact efficiently and effectively with program stakeholders including donors, foundation officers, government officials and auditors, parents, youth, and outside agencies.

**Essential Functions and Responsibilities of the Assistant Development Director**

* Under direction of Development Director and Leadership team, identify appropriate statistical and data needs for grants, contracts, foundations, communities, etc.
* Work closely with Leadership team and Program Coordinators to support practical data entry procedures that result in reliable information in support of serving our clients and customers, and reporting data consistently.
* Keep the relevant staff informed about upcoming grant requirements, deadlines, and deliverables for the purpose of ensuring smooth completion of work responsibilities.
* Conduct ongoing research for new grant opportunities that align with YouthZone’s mission, needs and operations. This will include, but is not limited to, private foundations, local governments, state contracts, businesses, and philanthropic institutions.
* Meet all deadlines for grants, reports, and data analysis.
* Prepare accurate quarterly and annual reports for internal use.
* Create reports and analyze data as needed by staff, including YouthZone Screening for Positive Youth Development© data.
* Maintain data integrity for Youth Zone's 3-year evaluation and deliver data to independent evaluator.
* Complete ALL aspects of organizational grant proposals (including research, Letters of Intent, pre-qualification and budgets) and oversees them through the entirety of their lifecycle ensuring compliance with requirements and proper due diligence for all subsequent reports and data submissions.
* Monitors government contracts for compliance in terms of both budgeting and reporting
* Supports program coordinators in meeting grant and contract requirements.
* Communicates potential grant-related budget amendments with Leadership team and finance committee.

**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 youth and adult clients 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 parents and service providers in order to best support youth.
* Demonstrate flexibility in scheduling meetings with youth, parents, partners, and stakeholders.
* 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, as directed.
* 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! In addition to a healthy, supportive work culture, we offer three hours of weekly exercise time, employee retirement plan, health insurance/wellness stipend, and the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

An offer of employment 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 copies of diplomas and/or certificates 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 résumé 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,
* Describe what you would bring to the YouthZone community as a member of our team.

Email your application materials to [**careers@youthzone.com**](mailto:careers@youthzone.com).