youthzone
Connect and Grow

Director of Development Operations & Institutional Giving

YouthZone serves more than 1,500 youth and families each year across Colorado's Western Slope through a continuum of evidence-informed, trauma-responsive services. Our work spans youth assessment and screening, individual and family counseling, parental guidance and support, restorative justice, court-involved programming, educational workshops, and coordinated community interventions. Founded in 1976, YouthZone has grown into a stable, system-driven organization with clearly defined roles, strong internal structure, and a deep commitment to family-first, youth-centered care.

Over the past several years, YouthZone has intentionally strengthened its operational and compliance infrastructure. We administer a growing portfolio of federal, state, county, and private grants and contracts that fund our direct service programs across multiple counties. Our compliance and reporting frameworks are well-established, and this role enters a structure that values accuracy, accountability, and clear communication across departments.

The Director of Development Operations & Institutional Giving is a senior leadership position responsible for advancing the organization's fundraising, grant development, development operations, marketing, communications, and donor management systems. This position provides strategic oversight of all institutional funding efforts, including foundation, corporate, community, and government grants, while managing the infrastructure necessary to support sustainable fundraising growth.

Essential Functions, Responsibilities and Abilities

- **Institutional Giving & Grant Management**
  - Develop and implement a comprehensive institutional giving strategy.
  - Research, identify, cultivate and pursue funding opportunities from foundations, corporations, community foundations, charitable giving organizations, and government agencies which support organizational sustainability and program growth.
  - Prepare and submit competitive grant proposals, letters of inquiry, applications, and contract responses.
  - Provide strategic oversight of federal, state, local, and private grant portfolios, including proposal development, renewal strategy, and funder relationship management.
  - Coordinate grant renewals and continuation of funding requests.
  - Develop and maintain relationships with foundation program officers and funding representatives.
  - Oversee compliance with all grants and contract requirements.
  - Develop and submit timely grant reports, outcomes reports, and financial reports.
  - Track grant deadlines, deliverables, reporting schedules, and funding opportunities.
  - Collaborate with program and finance staff to translate program outcomes, service data and budget information into strong narratives and reports.
  - Prepare for all grants and contract audits.

- **Development Operations**
  - Oversee the administrator and management of the organization's donor CRM/database.
  - Establish and maintain processes that ensure data accuracy, integrity, and confidentiality.
  - Oversee gift processing, donor records management, and acknowledgment systems.
  - Develop and maintain fundraising dashboards, metrics, and performance reports that enable executive decision-making and board visibility.
  - Manage donor segmentation, campaign tracking, and revenue analysis.
  - Coordinate wealth screening initiatives and maintain prospect research information.
  - Support donor pipeline tracking and organizational fundraising planning.
  - Design fundraising systems that improve fundraising efficiency and effectiveness.

- **Annual Giving & Campaign Management**
  - Lead annual appeal planning and execution.
  - Coordinate year-end fundraising campaigns.
  - Manage Giving Tuesday, Colorado Gives Day, and other community giving initiatives.
  - Oversee membership and recurring giving programs.
  - Develop and execute online fundraising campaigns and email solicitation efforts.
  - Track campaign results and provide recommendations for improvement.
  - Create fundraising communications that support donor acquisition and retention efforts.

- **Marketing Communications & Public Relations**
  - Develop and implement organizational marketing and communications strategies.
  - Maintain organizational branding and messaging standards.
  - Oversee website content and online communications.
  - Manage email marketing and digital engagement initiatives.
  - Coordinate social media strategy and content planning.
  - Develop newsletters, impact reports, annual reports, and donor communications.
  - Draft press releases, media materials, and public relations content.
  - Promote organizational programs, outcomes, events, and community impact.

- **Strategic Planning & Leadership**
  - Collaborate with the Executive Director to develop annual fundraising goals and strategies.
  - Support organizational strategic planning initiatives.
  - Monitor fundraising trends and recommend growth opportunities.
  - Participate in leadership team meetings and organizational planning efforts.
  - Serve as a fundraising and development resource to staff and board members.

- **Board & Executive Reporting**
  - Prepare monthly, quarterly, and annual development reports.
  - Develop fundraising dashboards and KPI reports for the Executive Director and Board of Directors.
  - Provide grant and fundraising revenue forecasts.
  - Present development updates and funding opportunities to leadership and board committees.
  - Maintain accurate records of fundraising performance and institutional funding activities.

Knowledge, Skills & Abilities

- Strong grant writing and institutional fundraising expertise.
- Knowledge of federal, state, local, and private grant processes.
- Proficiency with donor CRM and fundraising databases.
- Strong strategic planning, project management, and organizational skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to analyze fundraising data and prepare meaningful reports.
- Knowledge of nonprofit marketing, communications, and public relations practices.
- Ability to manage multiple priorities and meet deadlines.
- High level of professionalism, discretion, and confidentiality

Qualifications & Competencies

- **Education**
  - Bachelor's degree in nonprofit management, communications, public administration, business administration, marketing, public relations, or related field preferred.
- **Experience**
  - Minimum of 5 years of progressively responsible experience in nonprofit fundraising, institutional giving, grant management, or development operations.
  - Demonstrated success securing foundation, corporate, and government funding.
  - Experience managing donor databases and fundraising systems.
  - Experience preparing grant proposals, budgets, and compliance reports.
  - Experience developing marketing and communications materials.

Core Competencies

- Strategic Thinking
- Initiative and Innovation
- Relationship Management
- Data Analysis and Reporting
- Project Management
- Communication Excellence
- Attention to Detail
- Collaboration and Teamwork
- Accountability
- Mission-Focused Leadership

Performance Measures

Success in this position will be evaluated based on:

- Annual grant revenue secured
- Institutional funding growth
- Grant renewal and retention rates
- Compliance and reporting accuracy
- Annual appeal performance
- Donor database accuracy and integrity
- Marketing and communication engagement metrics
- Timeliness and quality of board and executive reports
- Effectiveness of fundraising systems and processes
- Overall contribution to organizational revenue goals

Physical Demands & Working Environment

- Working conditions are generally indoors in environmentally controlled conditions. Travel will be required.
- Sitting- up to 70%
- Walking- up to 10%
- Standing- up to 15%
- Reaching- up to 5%
- Lifting and/or bending- up to 5%
- Able to lift 20 pounds

Employment Classification & Wage Range

Full-Time Salary exempt . $78,200–$95,000 annually, depending on qualifications and experience. The final salary offer will be based on the candidate's relevant experience, skills, and organizational needs.

Benefits of Working at YouthZone

YouthZone is a great place to work! We offer a healthy, supportive work culture; three hours of wellness time; employee retirement plan; health and medical cost sharing plan; All-in-One mental health sessions; life insurance, a positive working environment, and; the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

How to Apply:

If you're interested in applying, please submit a resume and cover letter to careers@youthzone.com

YouthZone is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. YouthZone is committed to the principle of equal employment opportunity for all employees and to providing employees with a work envir onment free of discrimination and harassment. All employment decisions at YouthZone are based on organizational needs, job requirements and individual qualifications, without regard to race, color, gender, sexual orientation, gender identity, national origin, veteran status, disability, religion or belief, family or parental status, or any other status protected by Federal and State law. YouthZone does not tolerate discrimination or harassment based on any of these characteristics.