

INSIDE OUT

YOUTH SERVICES

Building power, access, and equity for LGBTQ+ young people (ages 13-24) since 1990.

Job Title: Development Director

Reports to: Executive Director

Hours: Full-Time Exempt (some weekends and evenings required)

Location: Colorado Springs, CO

Who We Are

Inside Out Youth Services builds power, access, and equity for LGBTQ+ young people (ages 13-24) through leadership, advocacy, community building, education and peer support. Alongside young people, we bring our work into the larger community, offering education about the issues that LGBTQ+ youth face. Our work covers anti-bullying, homelessness, suicide, and anti-oppression, and we advocate for inclusive and supportive policies and practices. We provide training to teachers and counselors on how to make and keep students safe. For parents who are struggling to accept their LGBTQ+ children, we have parent support groups. Our team shows up with authenticity, integrity, and accountability. Our team takes pride in our work, and actively collaborates on radical acceptance within the space and greater community.

Our Team and What We Value

At IOYS, all staff members are expected to exemplify established team values that include but are not limited to: collegiality, respect, accountability, collaboration, and adaptability. In doing so, we model the behaviors and attitudes we ask of our young people, essential to creating a welcoming, radically inclusive, safe and brave space where all people can learn and grow.

Job Description Overview

The Development Director is unapologetic about asking for financial investment so that Inside Out can build power, access, and equity for LGBTQ+ youth. This person will be reaching out to donors and businesses weekly to develop relationships and ask for funding. They are tracking their meetings and considering how they can improve their strategy successfully meet fundraising goals. The Development Director is scheduling meetings with potential donors and arranging for the Executive Director and/or board members to participate in ask meetings. When the Development Director isn't asking for funds from businesses or individuals, they are planning engaging fundraising events, donor cultivation events, and keeping our board members and volunteers excited about fundraising. During events they are building relationships between donors and the Executive Director and donors.

Additional tasks include managing correspondence, scheduling and preparing for meetings, organizing events, running reports, designing external communications in partnership with the Communications Manager, researching and drafting funding opportunities, and representing IOYS in the community.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Individual Donor Cultivation:

- Coordinate and meet with philanthropists weekly to seeking financial support our programs;
- Provide ongoing management and growth of donor relationships, including effective communications; events, coaching executive director, board, volunteers and staff in relationship management;
- Coordinate major donor ask and thank you events;
- Craft effective written funding requests to existing/potential donors;
- Create and grow a major gifts donor circle;
- Conduct planned giving research and asks;
- Create creative pro-LGBTQ+ fundraising campaign asks digitally, virtually, in person, and on social media;
- Plan weekly asks via email communications and social media;
- Develop and integrate marketing/fundraising campaigns, utilizing digital/print mediums and effective communications to engage with new and recurring donors;
- Ensure that all donors are appropriately thanked and receive regular communication;
- Work with Administrative Assistant and volunteers to process donations and prepare acknowledgment letters and other correspondence including year-end tax letters;
- Enter and manage detailed donor history, continually updating and correcting records to maintain accurate contact and biographical information; develop reports to evaluate donor engagement; and
- Stay up-to-date on standard and innovative practices in giving research and ask facilitation.

Business Relations and Corporate Stewardship:

- Help businesses show their allyship and pride through creative sponsorship opportunities and giving;
- Build and maintain relationships with corporate partners and local businesses;
- Create and track sponsorship materials and asks;
- Ensure compliance with marketing and thanking corporate sponsor according to sponsorship levels;
- Grow and develop corporate giving programs; and
- Encourage mission by-in and donations from local businesses and organizations.

Lead Fundraising Events:

- Plan the best annual breakfast we've ever had;
- Plan the best gala we've ever had;
- Coordinate and plan the fundraising program to encourage impact and donations;
- Oversee the success of table captain recruitment, be a key member and leader of the Event Fundraising Planning team;
- Spearhead corporate, news, and in-kind sponsorships for events, including supporting the board in asks;
- Work with volunteers to get invitations out and to follow up with thank you process, letters, and thank you phone calls after events;
- Track all corporate asks and follow up activities; and

- Identify, develop, and manage additional opportunities for fundraising events that could engage corporate sponsors, reach more allies, and support the local LGBTQ+ community.

Planning:

- Create strategy for all fundraising streams including foundations, corporate sponsorships, and individual giving and track/report on results;
- Produce monthly reports on fundraising activities and achievements;
- Encourage and support resource development opportunities across all programs;
- Work closely with the Executive Director to develop presentations, speeches, and messaging around fundraising and development;

Federal and State Support via Grants, Earmarks and Government Contracts:

- Assist in providing content for grant proposals;
- Work with the Communication Manager to ensure all marketing for grant funding is included on website and marketing materials; and
- Work with contract grant writer to support documentation and material for grants.

Volunteer Management:

- Manage and support volunteers in fundraising for our annual campaigns and fundraising events
- Manage and support volunteers in the Benevon giving model to include site tours and events;
- Prepare volunteers for meetings, and any other function of responsibility; and
- Ensure volunteers are supported and trained at fundraising events and for fundraising activities (call-a-thons, mailings, etc.).

Participate as a Member of the Management Team:

- Take an active role in the visioning, fundraising, and evaluation of new, complicated, and ambitious projects as appropriate;
- Attend the bi-monthly leadership and staff meetings and enhance our culture of philanthropy, supporting fundraising as a team effort;
- Participate in the development, articulation, and tracking of organizational strategy;
- Be an active support to board members including attending the monthly board meeting;
- Troubleshoot organizational challenges with the management team as needed;
- Support and co-create a warm and positive culture at Inside Out Youth Services;
- Work to energize directors, staff, and volunteers as partners in fundraising;
- Work with our youth to encourage participation in fundraising and events and to encourage and solicit youth speakers wherever possible; and
- Supervise and create engaging, productive experiences for development interns and fellows as needed.

REQUIRED QUALIFICATIONS

- Bachelor's degree or commensurate experience required. Master's Degree a plus. Relevant work experience in lieu of a degree is acceptable;
- Track record of high-performance fundraising/development/sales success in a community-based organization (3+ years full-time experience involving fundraising, event planning, and communications ideally in a non-profit setting);
- Embrace IOYS' core values and mission;

- Experience and success in managing relationships and securing financial from corporate partners and individuals;
- Experience launching, executing, and having demonstrable results from a giving campaign;
- Located in Colorado Springs, CO or willing to relocate

REQUIRED SKILLS AND ATTRIBUTES:

- Must think fast and be willing to shift strategies in the moment to meet ambitious fundraising goals;
- Competency around LGBTQ+ issues, intersectionality, health equity, and rights;
- Experience with DonorPerfect, or another relevant fundraising tool for non-profits;
- Strong computer skills including familiarity with database management, email distributions services like Constant Contact, Microsoft Office Suite, and Canva;
- Ability to manage multiple projects at various phases while maintaining high expectations for quality and a talent for meeting (or exceeding) deadlines and goals;
- Maintains donor and client confidentiality;
- Highly organized, a planner who plans months in advance, meets deadlines, loves to keep everything on track;
- Excellent verbal communication and interpersonal skills, to include: high professionalism, the ability to work with passionate social justice activists; donors from all types of backgrounds, and youth advocates;
- Can hold grace for self and teammates – knows that nonprofit life is hard work, and shows up to do the hard work, but also holds grace for the difficult things our work addresses;
- Great at public speaking;
- Fearless in reaching out and asking for financial investment from individuals and businesses;
- Ability to relate to diverse stakeholders;
- Exceptional collaboration skills and strong leadership skills;
- Ability to attend events and meetings as needed during evenings and weekends;
- Knowledge about evaluation, data research, and demographics. Comfortable with numbers and quantitative analysis;
- Understanding and commitment to intersectionality and anti-racism; and
- Passionate learner who takes on new challenges

PREFERRED SKILLS AND ATTRIBUTES:

- Possess a strong network of contacts among philanthropists and key influencers in government agencies a plus.
- Prior experience in working with historically underrepresented and marginalized communities
- Knowledge around techniques for soliciting donations through social media and targeted digital campaigns

Typical Work Environment

Office setting with occasional work outside the community center, both at external venues and outdoors with some work at a computer station and some work that requires movement around the community center. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to lift up to 30 pounds. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or

meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of safety. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits/Compensation

This is a full-time exempt position with a salary range of \$60,000 - \$65,000 annually. Salary will be offered for this position based upon the successful candidate's prior experience. IOYS offers health, dental, vision, short-term disability insurance and offers an IRA retirement plan, and generous holiday and vacation time.

Equal Opportunity

Our goal is to be a workplace that is representative of the community we serve. IOYS is an Equal Employment Opportunity Employer. We do not discriminate based upon race, religion, creed, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We encourage applications from LGBTQ+ people, Black, indigenous, and people of color, people living with HIV, people with disabilities, and women.

To Apply:

To apply for this position, please send the following information by July 5, 2021 at 11:59 PM MT. The below information must be submitted as **one** PDF document by email to ryan@insideoutys.org with the subject line "Development Director Application". Incomplete or late applications will not be considered.

1. Cover letter. In your cover letter, please tell us why you are excited by this opportunity, major achievements you have had in development, and why your professional experience demonstrates your fit for this position.
2. CV or Resume including volunteer and community service.
3. In the cover letter or CV/resume, be sure to include outcomes from previous fundraising campaigns.

Questions?

If you have questions about this position, please email ryan@insideoutys.org. No phone calls, please.