

POSITION TITLE: Development Manager
CLASSIFICATION: Exempt, Full-Time (1.0 FTE)
REPORTS TO: Director of Development & Communications
SALARY: \$44,000/year
LOCATION: Tucson, Arizona



Youth On Their Own (YOTO) supports the high school graduation and continued success of youth experiencing homelessness. We strive to eliminate barriers to education and empower Pima County's housing insecure youth to stay in school. For over 35 years, we have supported this unique demographic by providing financial assistance, basic human needs, guidance, and more. We also assist our graduates in their pursuit of higher education, workplace readiness, and other opportunities for self-sufficiency. Youth On Their Own has an annual operating budget of \$4.75M and 30 full-time employees. Learn more at www.yoto.org.

OVERVIEW

The [Development Manager](#) raises funds for YOTO's operational and programmatic needs by implementing the organization's annual fundraising activities, including direct mail solicitations, a monthly giving program, ongoing donor stewardship, non-solicitation efforts (ex. annual Community Report), and two annual fundraising events. The Development Manager is responsible for the ethical and accurate management of constituent data and supervises two Development Coordinators.

ESSENTIAL DUTIES

I. Annual Fundraising Activities

- (1) Lead YOTO's direct mail campaigns, including but not limited to: content development and coordination across platforms (social media, eblast, website, snail mail, etc.), for at minimum the following fundraising initiatives:
 - At least three direct mail / online campaign appeals
 - At least two online-only appeals (Giving Tuesday & Arizona Gives Day)
- (2) Coordinate (content development, design, production, and distribution) collateral and non-solicitation materials including but not limited to:
 - YOTO's annual Community Report
 - General YOTO brochure
 - YOTO student story cards
 - Acknowledgement letters
- (3) Lead YOTO's outreach for the Arizona Charitable Tax Credit (AZTC):
 - Incorporate the AZTC into all other campaigns and initiatives
 - Attend AZ Charitable Tax Credit Coalition meetings and participate in leadership team
 - Stay apprised of changes to the tax law and communicate information to Development Team and donors
- (4) Facilitate two annual events, a Spring Lunch and a Fall Brunch:
 - Create campaign appeal / invitations for each and manage production and distribution
 - Coordinate outreach for events across all platforms
 - Ensure that events are joyful and represent the character and values of YOTO
 - Manage an Event Planning Committee to accomplish event tasks
 - Lead event project management, ensuring tasks are completed according to schedule and to YOTO standards

- (5) Administer and grow YOTO's recurring Monthly Giving Club (MGC):
- Deliver and implement meaningful membership system
 - Oversee annual gift letters for MGC members
 - Coordinate stewardship activities according to established timeline

II. Donor Stewardship

- (1) Ensure annual giving donors are thanked in an accurate and timely manner using but not limited to:
- Public recognition: eblast articles / features, social media posts, advertising in local media
 - Private recognition: thank you emails and videos; phone calls made by staff, volunteers, or Board Members; acknowledgement letter within 48 hours; handwritten notes
- (2) Reply in a timely fashion to donor inquiries and requests, providing an excellent customer service experience for YOTO's supporters
- (3) Represent YOTO at donor meetings and at community events, including:
- Make presentations about YOTO's work both in person and via Zoom
 - Socialize with donors and potential donors at events
 - Meet with donors one-on-one
 - Coordinate and provide donor tours of YOTO's headquarters

III. Planning & Development

- (1) Contribute annual giving strategies to YOTO's annual development plan. Create, manage, and implement strategies around but not limited to the following areas:
- Augmenting tax credit giving
 - Donor retention and upgrading
 - Cultivation and retention of new annual fund donors
 - Identification of major gift prospects and legacy donor prospects in the annual fund pool
- (2) With Development & Communications Director, create annual campaign & communications schedule:
- Determine timing, expenses, and revenue goals of campaigns, events, and mass communications
 - Track campaign and event expenses as they occur within the Campaigns and Events Budgets
- (3) Track results of campaigns, events, and initiatives using DonorPerfect and Microsoft Excel

IV. Organizational Leadership

- (1) Serve as a member of YOTO's Leadership Team; attend bi-weekly Leadership meetings
- (2) Serve as a member of YOTO's Manager Team; attend monthly Manager meetings
- (3) Manage two Development Coordinators who support YOTO's marketing, third party events, and gift processing efforts

WORKING CONDITIONS

- At least 80% of work must be done on-site at YOTO (in Tucson); a laptop computer will be provided
- This position requires prolonged periods of computer use / screen time
- This position generally works weekday daytime hours; occasional early evenings or weekends may be necessary to meet the demands of the position
- Valid driver's license, proof of insurance, and reliable access to an automobile, or other reliable transportation for attending events and transporting materials throughout town are required

REQUIRED QUALIFICATIONS

- Deeply held passion for and commitment to the mission of Youth On Their Own
- Bachelor's degree or equivalent experience
- 3+ years of experience implementing fundraising activities in a nonprofit setting
- Knowledge of fundraising practices related to donor engagement and gift solicitation/management
- Knowledge of donor management and stewardship principles
- Experience with donor management software; DonorPerfect experience a plus
- Goals-oriented outlook; ability to improve on existing processes to achieve results more accurately / efficiently
- High degree of integrity and ability to respect confidentiality of donor records
- Excellent written and verbal communication skills
- Strong project management skills with demonstrated ability in planning projects, communicating with stakeholders, completing work with minimal supervision, and meeting project deadlines
- Proficiency in Microsoft Office programs
- Patience and strong customer service skills
- Impeccable attention to detail
- Ability to pass an annual background check with no felony convictions connected to theft or embezzlement or any conviction related to child abuse or misconduct
- Ability to receive Fingerprint Clearance Card

PREFERRED QUALIFICATIONS

- Advanced training in donor engagement, managing annual giving programs, and/or donor stewardship
- Experience using social media management platforms, particularly Hootsuite
- Experience planning and executing fundraising events
- Experience with mass email systems such as Constant Contact
- Experience with graphic design programs such as Photoshop or Canva
- Experience managing staff
- Bilingual Spanish / English

PLEASE NOTE

The intent of this job description is to provide a representative summary of the essential duties performed by this position. Employees may be asked to perform other job-related tasks other than those specifically presented in their job description. Youth On Their Own reserves the right to revise this job description at any time.

YOTO requests that all employees receive the COVID-19 vaccine unless they have a legally-protected reason, including a medical exemption under the Americans with Disabilities Act or a sincerely held religious belief protected under Title VII of the Civil Rights Act.

COMPENSATION AND BENEFITS

New hires for this position start at a base pay of \$44,000. The pay range for YOTO Managers extends up to \$65,000 annually. Competitive benefits include:

- 401k with up to 4% company match
- Health, Dental, and Vision insurance - *YOTO pays 100% of premiums*
- Life insurance - *YOTO pays 100% of premiums*
- Short term disability insurance - *YOTO pays 100% of premiums*
- Minimum of ten paid holidays annually
- Accrued paid vacation time
- Unlimited paid sick time
- Cell phone reimbursement (\$30/month)
- Free mental health services
- Professional development funds and tuition reimbursement

HOW TO APPLY

Interested candidates should [submit a cover letter and resume through the job posting site on BambooHR](#). The position will remain posted until filled.

Youth On Their Own is committed to inclusion, diversity, equity, and access. We are proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote employees regardless of race, color, religion, gender, gender identity, gender expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We value lived experience and encourage applications from individuals with lived experiences of housing or food insecurity.