



JOB ANNOUNCEMENT

Development Manager for Annual Giving

Youth On Their Own (YOTO) seeks a mid-career fundraising professional ready to deepen your donor engagement skills and grow in a mission-driven environment. If you are an experienced fundraiser who puts people first, values a relaxed and supportive work environment, and is motivated to expand your expertise while helping youth experiencing homelessness thrive, [apply today!](#)

ABOUT THE ORGANIZATION

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 nearly 40 years, we have supported this unique demographic by providing financial assistance, basic needs (food & hygiene supplies), guidance, and more. We also assist our graduates in their pursuit of higher education, workplace readiness, and other opportunities for self-sufficiency. Learn more at www.yoto.org.

** Winner of the 2024 Copper Cactus Award for Best Place to Work*

** 100% employee workplace satisfaction in anonymous monthly surveys*

** Almost entirely funded through private philanthropy (no federal funding)*

ABOUT THE POSITION

The Development Manager for Annual Giving helps YOTO's six-member Development Department reach its annual \$4.3 million funding goal. With over 5,000 donors and an annual fund goal of \$1.85 million, this position involves not only one-on-one donor interactions but creating and implementing systems to manage many donations and inquiries from community members.

This position also manages YOTO's Senior Development Coordinator of Annual Giving. In addition to supporting the work of the Development Manager of Annual Giving, the Annual Giving Coordinator implements YOTO's mass online communications (social media posts and eblasts) and coordinates third-party event activities.

ESSENTIAL DUTIES

Departmental Leadership & Planning

- Develop and track an annual fund plan aligned with the Development Plan
- Recommend improvements to annual giving strategies
- Supervise Senior Development Coordinator of Annual Giving

Donor Stewardship

- Monitor and delegate donor inquiries
- Ensure proper documentation of interactions
- Oversee and refine donor acknowledgement systems
- Draft acknowledgement templates and ensure timely delivery
- Strengthen the Monthly Giving Club through meaningful engagement
- Manage thank-you touchpoints across staff, volunteers, and Board Members

- Create YOTO Star newsletter
- Organize donor tours as needed

Donor Solicitation

- Plan and execute appeals (Back to School, Spread the Warmth, Giving Tuesday, AZ Gives Day)
- Conduct outreach to increase tax credit donations
- Implement donor segmentation strategies
- Present to community groups when needed

Organizational Leadership

- Participate in Leadership Team meetings and cross-departmental initiatives
- Support strategic planning and staff-wide activities

QUALIFICATIONS AND SKILLS

- Deep commitment to the mission, values, and youth-centered approach of Youth On Their Own
- Bachelor's degree in related field or equivalent work/lived experience
- At least 3 years of experience implementing fundraising activities in a nonprofit setting
- Knowledge of fundraising practices related to donor engagement and gift solicitation/management
- Firsthand experience with planning and implementing direct mail campaigns
- Excellent written and verbal communication skills
- Patience and strong customer service skills
- Impeccable attention to detail
- 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
- Facility with donor management software platforms (CRMs)
- Proficiency in Microsoft Office programs
- 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

- More than 3 years of experience implementing fundraising activities in a nonprofit setting
- Experience supervising early-career professionals
- Experience using DonorPerfect
- Experience with graphic design programs such as Photoshop or Canva
- Bilingual Spanish / English
- People with lived experience in youth homelessness are encouraged to apply

COMPENSATION & BENEFITS

- Base salary: \$51,000/year; Senior Manager title and salary (\$60,000/year) may be offered based on experience
- 401k with up to 4% match
- 100% employer-paid health, dental, vision; \$100/month dependent contribution
- Employer-paid life and short-term disability insurance
- 15+ paid holidays, vacation, and unlimited sick time
- Cell phone reimbursement

- Free mental health services
- Professional development and tuition reimbursement

WORKING CONDITIONS

- At least 80% of work must be done on-site at YOTO's Tucson office or at community sites for job-related events; up to 20% of work may be done remotely/at home; a laptop computer will be provided
- This position requires prolonged periods of computer use/screen time
- Although this position generally works weekday daytime hours (9AM -5PM), early morning, evening, or weekend events may be required
- 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

APPLICATION PROCESS

Youth On Their Own has retained the services of Alexander|Carrillo Consulting to lead the search for this position. Interested candidates should submit a cover letter and resume through the job posting site on BambooHR [here](#). 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.