



Director of Development

Company Overview:

Improve Your Tomorrow, Inc. (IYT) is an education nonprofit focused on increasing the number of young men of color to attend and graduate from colleges and universities. IYT is an AmeriCorps partner organization serving 1,500 students in Sacramento County, Stockton and college students across the nation.

Position Overview:

Reporting to the Chief Executive Officer, the Director of Development is responsible for the ongoing development and implementation of comprehensive fund development strategies for IYT. The position oversees all aspects of fundraisings and strategic partnerships with corporations, organizations and individual donors in the community. The position is “the face” of IYT and is responsible for not only high level speaking engagements, but also television, radio and print media interviews. The position is responsible for overseeing the preparation of grants, appeal letters and promotional materials.

Responsibilities:

Fund Development:

- Perform fundraisings activities to support the mission of IYT
- Must raise 4 times annual salary
- Collaborate with the Board of Directors and CEO to create a Fund Development Plan which increases revenues to support the strategic direction of the organization.
- Nurture a Culture of Philanthropy throughout the agency, from the staff to the Board of Directors.
- Monitor and evaluate all fundraising activities to ensure that fundraising goals are being achieved.
- Work with grant writing team to identify and pursue grants that meet program and organizational needs of IYT. Provide grant maintenance and reporting. Secure new grant funding each fiscal year.
- Oversee the planning and execution of special fundraising events.
- Perform analysis of donor activity and evaluate giving patterns and solicitation outcomes.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

Promote the Organization:

- Educate the community (donors, volunteers and interested parties) about the challenges facing young men of color, helping to dismantle negative stereotypes.
- Represent IYT in the community and through media opportunities, including TV, radio and print.
- Lead the effort in “branding” the organization and creating a consistent message that supports the mission of IYT.
- Build relationships with community stakeholders to advance the mission and fundraising goals of IYT

- Represent IYT at public events, as requested.

Records and Reports:

- Ensure accuracy of all donor-related information; submit reports to CEO and others as requested.
- Manage a donor mailing list and database which respects the privacy and confidentiality of donor information.
- Monitor progress of all fundraising and resource development efforts and outcomes; submit regular reports to CEO and others as requested.
- Compile and report statistical information in compliance with grant funding requirements.
- Ensure each donors recognition of contribution via letter, phone call or other appropriate means

Marketing

- In partnership with the Marketing Manager, oversee organizational wide marketing efforts which include IYT social media presence, website and the monthly newsletter
- Attend and participate in community events to create regional brand awareness

Management

- Supervise Development Department

Qualifications:

A bachelor's degree in a related field, and minimum three-to-five years of experience in fund development. Experience writing successful grant proposals, face-to-face solicitations and planning and executing large fundraising events is required. The position requires computer literacy, including knowledge of Microsoft Office Applications and salesforce database programs. Excellent verbal and written communications skills (including strong public speaking skills) are required. Attention to detail, confidentiality and professionalism are key qualifications inherent to this position.

Desired Personal Qualities:

The ideal candidate will have a visionary spirit, a true passion for working with people, and a desire to improve the educational outcomes for young men of color. Additional qualities include creativity and possessing excellent organizational, leadership and planning skills. The ability to cultivate effective working relationships with donors, community partners, volunteers and colleagues is essential. Demonstrated professional integrity, ethics and respect of confidential donor-related information are paramount. Strong interpersonal skills are a must.

Schedule: Full time

Salary: Competitive/commensurate with experience and other qualifications. Benefits include vision, health, dental, 401K and 5 weeks paid vacation.

Apply online at www.improveyourtomorrow.org/join-our-team. If you have any questions about your application, please contact (916) 299-3432 or email iyt@improveyourtomorrow.org.

Applications accepted until July 19, 2020.