Youth Villages is a private nonprofit organization dedicated to helping emotionally and behaviorally troubled children and their families live successfully. We help more than 30,000 children and families each year from more than 23 states and Washington, D.C. Our Evidentiary Family Restoration™ approach involves intensive work with the child and family, a focus on measuring outcomes, keeping children in the community whenever safely possible, and providing accountability to families and funders. The EFR approach produces lasting success for children with success rates twice that of traditional services at one-third the cost of traditional care. In North Carolina, Youth Villages is a state-wide provider with 10 offices and more than 225 staff. Youth Villages North Carolina is seeking a Development Manager to assist with the organization’s continued growth and the need for increased support from individuals and corporations.

**Position Overview**

The Development Coordinator will support the overall fundraising growth in North Carolina by managing the donation processing, donor stewardship and special events. The ideal candidate will have a minimum of 1-3 years experience in fundraising, sales or related field with a track record of being a team player and multi-tasker. This position will be located in the Charlotte and reports to the Development Director for North Carolina. Ability to travel throughout the region.

**Responsibilities**

*Donor Relations*

Work with development team to ensure the successful operation of a comprehensive stewardship program that involves staff, leadership, board members and key volunteers.

* Responsible for all donation entry from our region and works with National to ensure all donations are entered accurately
* Maintain the database with relevant contact and gift information as well as useful data about donors for cultivation purposes
* Track donor records to analyze trends throughout the fiscal year
* With Development Director and Manager implement stewardship plan to ensure that all donors are being properly stewarded after a gift and develop an ongoing cultivation calendar for donors
* Responsible in managing donor acknowledgement process
* Assist with the planning of four (4) bi-annual donor cultivation events in North Carolina metropolitan markets
* Assist with donor and prospect engagement activities including “ride-alongs” and friend-raisers
* Help develop mission tours in a box that can be done at workplaces and donor homes

*Events and Volunteer Engagement*

Oversee fundraising events and special initiatives functions including: logistics, fiscal management, volunteer management, in-kind donations, and execution.

* Manages all volunteer and donor logistics for back-to-school and holiday gift drive initiatives and related events
  + Collaborating with regional program and development staff on programs to ensure the needs are met for the children being served
  + Managing timeline, volunteers, and relationships to create successful events
  + Responsible for identifying, soliciting and securing in-kind donations throughout North Carolina
  + Collaborate with the development team to secure individual and major gift sponsors
* Assist Regional Program Directors with conceptualizing and coordinating statewide employee fundraising campaign
* Serve as the lead on all corporate/non-profit third party or giveback events. Manages and cultivates those relationships and provides all necessary resources to those partners
* Arrange and speak at external workplace and community groups to grow our presence in the community
* Coordinate with program staff on additional volunteer engagement opportunities
* Manage logistics for future North Carolina fundraising events

*Marketing and Grants*

Collaborate with the Development Director and Manager on all marketing and grant efforts

* Help maintain statewide grant calendar and manage deadlines
* Research grants to determine proper fit for proposals
* Work with National grant team and Development Manager on submission of grants
* Assist Development Director in creating content for quarterly newsletter, special events and marketing materials
* Develop and edit regional marketing materials for external purposes
* Create regional cultivation pieces to be emailed and mailed to local donors
* Develop and manage a monthly giving program which will include targeted messaging to donors

 Qualifications:

* Passion for Youth Villages’ mission of helping children and families live successfully
* Bachelor’s Degree required
* Minimum 1-3 years experience in fundraising, sales or related field. Volunteer engagement experience a plus.
* Working knowledge of donor management software (e.g. Raiser’s Edge, Salesforce)
* Understanding of best practices in donor stewardship and communication
* Excellent time management, project management, and organizational skills
* Excellent written and oral skills
* A growing passion to grow and learn in development

REQUIREMENTS:

* Must have a car and the ability to travel to occassionally across North Carolina.
* Must be available to work evenings and occasional weekendswhen needed.
* Capable of lifting up to 25 pounds of equipment or materials and standing for prolonged periods during events.

*Youth Villages is an equal opportunity employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*Youth Villages is committed to not only advancing diversity, equity, and inclusion in the workplace but also in our work with children and young adults. We know that children, families and young people of color can face inequity in child welfare and justice systems, and we train our employees to build the skills they need to work with the communities that we serve, as well as, other employees from different cultures and backgrounds. Youth Villages is opposed to racism in any of its forms and is committed to inclusion, equity, and diversity. We believe that respect for each other is crucial in the work that we do each day.*