

Arizona Youth Partnership

Job Description

DEVELOPMENT DIRECTOR

Title: Development Director
HOURS: 40 hours per week, some evenings and weekends (as needed)
SUPERVISED BY: Executive Director
SUPERVISES: Not Applicable At this Time
FUNDED BY: Year 1- Administrative Funds; Subsequent Years-Funds Raised
SALARY RANGE: \$42,000-\$48,000
STATUS: Exempt from Overtime
EOE

Arizona Youth Partnership (AzYP), formerly Pima YOUTH Partnership, is a not for profit prevention organization that works with youth and families in rural communities and Native American Reservations. Multiple sites are located in Pima, Apache, and Navaho Counties. Soon the organization intends to have sites in Pinal and Gila County. Over the next five (5) years, AzYP intends to provide programs and services in every county in Arizona. Almost all of AzYP's funding comes from government grant sources.

This position was developed as part of the Board of Directors' 2005-2009 Strategic Plan to establish and grow an individual donor base; thereby diversifying AzYP's funding sources. Over time, the Board and Executive Director expect this division to grow. Quarterly performance evaluations will be outcome based.

ESSENTIAL FUNCTIONS:

- Create and maintain development plan that includes performance based goals, maintaining donor base, direct mail campaigns, and promotion of Arizona Youth Partnership.
- Identify, establish, solicit, and maintain individual donors.
- Identify and solicit corporations, foundations, government and clubs/organizations.
- Establish and maintain planned giving plan.
- Solicit and maintain donations for the Arizona Charitable Tax Credit.
- Solicit and maintain contributions through United Way.
- Develop means to recognize donors.
- Oversee and coordinate special fundraising campaigns, events, and/or activities.
- Enhance Arizona Youth Partnership's public relations plan.
- Maintain Razor's Edge system administration.
- Prepare monthly, quarterly, semi annual and annual reports.
- Attend staff, Executive Team (E-Team), and Board meetings.

- Attend Leave a Legacy workshops.
- Be knowledgeable and use research, analysis, trends, technology, communication resources, personal/business contacts, volunteers, and staff to develop donor base.
- May be required to develop/assist grant proposals.
- Attend Arizona Youth Partnership required training.

QUALIFICATIONS

- 1-5 years of professional development experience.
- Demonstrated success in soliciting and acquiring major and planned gifts.
- Demonstrated success in soliciting and acquiring individual donor gifts.
- Excellent interpersonal and oral/written communication skills.
- Computer proficiency with Razor's Edge and Microsoft Word.
- Proven ability to be team player with self-starting/motivating qualities.
- Success working with a diverse group of individuals.
- Willingness to advance fundraising knowledge and skills.

REQUIREMENTS

- Fingerprinting and background check.
- CPR/First Aide
- The ability to travel around the state.
- Auto Insurance in the amount of \$100,000/\$300,000
- Proven prior experience.

I, _____, have read the attached job description, understand the essential job functions and responsibilities of the position, and agree to perform the job according to the job description. In addition, I, _____, affirm and acknowledge that a PYP supervisor or director has explained the job description and functions to me and answered any questions regarding the same."

"I, _____, understand that employment at PYP is AT-WILL, which means that I may quit or be terminated at any time with or without cause. Without limiting the foregoing, I also understand that this job/position may be terminated due to a lack of funding."

Signature

Date