

Youth On Their Own, strives to eliminate barriers to education and empower Pima County's homeless youth to stay in school. For over 30 years, we have supported the high school graduation of this unique demographic by providing financial assistance, basic human needs, and guidance. With the help of our supporters we empower homeless youth to remain in school and pursue opportunities for self-sufficiency.



YOUTH ON THEIR OWN™

Find out why Youth On Their Own (YOTO) is attracting and retaining the best employees. If you are interested and qualified, please apply now. YOTO offers a supportive and positive work environment, full benefits for employees including health, dental and life insurance, a 401K matching program, generous holiday and vacation schedules, and a budget for professional development.

MAJOR GIFTS AND PLANNED GIVING OFFICER

POSITION SUMMARY

The Major Gifts and Planned Giving Officer is responsible for identifying, cultivating, soliciting and stewarding support from individual donors, \$2,500 and above for both major and planned gifts. This position is essential to growing the long-term health of the organization and our ability to support the needs of youth experiencing homelessness. The successful candidate will possess the stature, poise, intellectual agility, and interpersonal skills to work with all YOTO constituents.

ESSENTIAL FUNCTIONS

- Identify, cultivate, solicit and steward a portfolio of 100-125 individual prospects for major and planned gifts.
- Design cultivation and stewardship programs
- Guide the CEO to cultivate, maintain and expand ongoing relationships with major supporters.
- Assist with all major fundraising events to build relationships with attendees and in support of the Development Department.
- Conduct regular and ongoing portfolio analysis, communicate outcomes and challenges, suggest portfolio adjustments as needed, and project results as needed for reports and planning
- In collaboration with the Director of Development, work to sustain, expand, and coordinate the role of the Board of Directors in major gift activities.
- Work closely with the CEO, Director of Development and Program Director to develop a menu of funding opportunities.
- Implement strategies that will increase the number of planned gifts on an annual basis and over the long term. Improve tracking and stewardship of donors who have made a planned gift or a commitment for a planned gift.
- Recruit a committee of professional advisors.
- Ensure maintenance of in-depth information on portfolio donors in DonorPerfect database.
- Ensure that major and planned giving donors receive appropriate, on-target, and timely proposals, budgets, and other information needed for cultivation and solicitation. As needed, prepare the strategy for such communications and participate in creating outlines, drafts, budgets, and final products.
- Work with the program department to support the Community Engagement Internship for current and former YOTO students.
- Establish relationships with supporting organizations.
- Adhere to the Association of Fundraising Professionals Code of Ethics.

WORK SCHEDULE: Full-time

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www.yoto.org

MINIMUM QUALIFICATIONS:

- A bachelor's degree
- Two plus years of demonstrated success in raising major gifts and planned gifts.
- Proven ability to build lasting relationships with a variety of internal and external partners
- Highly organized and creative thinker with developed skill sets to plan and execute strategies in conjunction with organization's overall goals, mission and challenges
- Excellent communication skills both orally and written
- Compassion and understanding for challenged youth population we serve

Physical Demands/Working Conditions:

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer
- Able to lift up to 20 pounds.

*The intent of this position description is to provide a representative summary of the essential duties performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description. **Job description is subject to change.***

PRE-EMPLOYMENT SCREENINGS

Youth On Their Own conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Apply Now.

If you are passionate about the YOTO mission and interested in this position, please email a resume and cover letter to nhartmann@yoto.org. Resumes without a cover letter will not be considered. Open until filled.