

**POSITION DESCRIPTION:** Development Manager, Annual Giving  
**REPORTS TO:** Director of Development  
**WORKS WITH:** Development, Program, Finance/Operations, and Executive Staff  
**CATEGORY:** Regular  
**FULL TIME/PART TIME:** Full Time  
**LOCATION:** Tucson, Arizona  
**SALARY:** \$40,000 - \$44,000



### **ABOUT YOUTH ON THEIR OWN (YOTO)**

Youth homelessness is Southern Arizona's invisible social crisis, hidden under borrowed roofs and behind tired eyes. Every year, more than 5,600 children in Pima County experience housing instability through no fault of their own, ranking Arizona as the fifth worst state nationwide for child homelessness. Homeless and unaccompanied youth are four times more likely to drop out of school and twice as likely to become unemployable adults trapped in poverty. Youth On Their Own addresses this issue by eliminating barriers to education and empowering homeless youth to stay in school. For over 30 years, we have supported the high school graduation and continued success of teens experiencing homelessness by providing financial assistance, basic human needs, and one-on-one guidance.

### **OVERVIEW**

The Development Manager for Annual Giving raises funds for YOTO's operational and programmatic needs by implementing the organization's annual giving program, including: direct mail solicitations, a monthly giving program, ongoing donor stewardship, and non-solicitation efforts (ex. annual Community Report). The Development Manager for Annual Giving is responsible for the ethical and accurate management of constituent data and supervises YOTO's Database Coordinator.

### **ESSENTIAL DUTIES**

#### **Fundraising and Donor Stewardship (85%)**

- Contribute to the creation of YOTO's annual Development Plan and execute annual giving strategies to achieve yearly goals.
- Lead YOTO's direct mail program, including development of an annual calendar, project timelines, content generation, expense planning, revenue goal setting, and results tracking.
- Create and manage specific strategies for upgrading donors, including the identification of major gift prospects and legacy donor prospects.
- Ensure donors are solicited and thanked in an accurate and timely manner.
- Develop and lead implementation of an annual donor retention strategy.
- Administer and grow YOTO's recurring monthly giving program.
- Lead Giving Tuesday and Arizona Gives Day fundraising efforts.
- Lead end-of-year fundraising campaign.
- Lead campaign efforts related to the AZ Charitable Tax Credit, IRA distributions, and other unique donor vehicles.
- Participate as a member of YOTO's fund development team and stay apprised of current activities and changes within YOTO that may impact fundraising.
- Lead YOTO tours for current and prospective donors.
- Collaborate with program and event staff to maximize potential of all fundraising opportunities by engaging current donors.
- Manage content development, design, production, and distribution of an annual Community Report that highlights YOTO's impact.
- Represent YOTO at donor meetings and at community events

## **Organizational Leadership (15%)**

- Serve as a member of YOTO's Leadership Team; attend bi-weekly Leadership meetings.
- Serve as a member of YOTO's Manager Team; attend monthly Manager meetings.
- Serve as YOTO's representative at the AZ Charitable Tax Credit Coalition.
- Provide input and content for regular meetings of the Board of Directors; assist in the preparation of status reports for the Board of Directors as requested.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree or equivalent experience.
- 3+ years of experience implementing annual giving activities in a nonprofit setting.
- Knowledge of fundraising practices related to donor engagement and gift solicitation/management.
- Strong writing skills.
- Strong project management skills with demonstrated ability in planning projects, communicating with stakeholders, completing work with minimal supervision, and meeting project deadlines.
- Knowledge of donor management and stewardship principles.
- Excellent judgment, time management, organizational, and customer service skills.
- Exceptional attention to detail.
- Experience with donor management software; DonorPerfect experience a plus.
- Ability to create and maintain energetic and positive interactions with staff, volunteers, donors, other agencies, the public and, most especially, the youth clients served by the agency.
- Must possess a valid driver's license and have auto insurance.

## **PREFERRED QUALIFICATIONS**

- Advanced training in fundraising practices related to donor engagement, managing annual giving programs, and/or donor stewardship.

## **PHYSICAL DEMANDS / WORKING CONDITIONS:**

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer.
- Ability to walk up and down stairs several times a day.
- Able to lift up to 20 pounds.
- Able to work in diverse weather for outdoor events: heat, cold, and wind.

*Note: 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.*

## **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.

## **TO APPLY**

The position will remain open until filled. Applications submitted by November 1 will receive priority screening. To apply, please submit a cover letter, resume, and contact information for three professional references to [bneumann@yoto.org](mailto:bneumann@yoto.org). No phone calls please.