

**VALLEY YOUTH HOUSE
JOB DESCRIPTION**

POSITION TITLE: LEADERSHIP GIFT OFFICER

PROGRAM: ADMINISTRATION

SALARY RANGE: \$89,250 - \$105,000

DESCRIPTION:

Under the President & Executive Director's authority and the supervision of the Senior Vice President of Development, Grants & Marketing, this position is responsible for advancing the mission of the Agency by increasing the level of involvement and philanthropic commitment to Valley Youth House. The successful candidate will help forge new relationships agency-wide to build VYH visibility, impact, and financial resources in the footprint served. The Leadership Gift Officer (LGO) will design and implement a comprehensive plan for developing key external alliances by cultivating individual philanthropic support through major and planned giving. LGO will expand and diversify VYH donor base/pipeline and work closely with VYH leadership, colleagues, and volunteers to secure funding for new initiatives.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Establish community relationships/partnerships that build new donor prospects or funding streams and advance Agency mission in the counties served.
 - a. Develop and maintain an extensive portfolio of 100 – 150 prospects. Research, identify, qualify, cultivate, solicit, and steward major and planned giving prospects of \$25,000 or more. Conduct 8-10 phone and/or face-to-face solicitations per month and document 8-10 weekly donor contacts, utilizing Moves Management process in DonorPerfect database.
 - b. Develop relationships with key donors to determine the best ask and approach. Attend community events to network with or discover new prospective donors or potential agency collaborations. Expand The Catalyst Society, host educational seminars on planned giving and estate planning.
 - c. Transparent and self-motivated, listening as well as giving advice and respecting the abilities of others. A catalyst with vision who can create excitement and energy around VYH programs and services encouraging others to support the agency mission and vision.
2. Build funding infrastructure for future growth by establishing and running an Endowment Campaign.
 - a. Recruit campaign leadership (endowment campaign chair and committee) and work with VYH President & Executive Director, VYH leadership, colleagues, and volunteers to implement resource development strategies and tactics to solicit and secure needed funds (\$5-10M).
 - b. Organize endowment campaign, host kick off events, committee meetings, and closing celebration.
 - c. Work with Marketing & Communications officer to develop case for support and promote internally and externally through direct marketing campaign (mail, email, social media, and public relations).

KEY FUNCTIONS OF THE POSITION:

1. Work closely with VYH Board members and volunteer leadership to support members in their active fundraising roles.
2. Community/Public Relations Responsibilities:

- a) Support the comprehensive communications strategy for internal and external audiences of Valley Youth House, building awareness and increasing philanthropic revenue.
- b) Attend community events to network with or discover new prospective donors or potential agency collaborations. Cultivate a positive relationship with the public, articulating the mission and vision of VYH while cultivating donor interest and matching it with philanthropic opportunities.

3. Support Development Department:

- a) Assist with function, welfare and promotion of the Development, Grants & Marketing Department. Assist in creating and implementing Strategic Plan for the Development, Grants & Marketing Department including individual goals and objectives.
- b) Participate in monthly staff meetings and regularly scheduled supervision with the Senior Vice President of Development, Grants & Marketing and be prepared with an agenda.
- c) Complete other related tasks as appropriate or assigned. Assist Development Department staff as assigned.

QUALIFICATIONS:

This position requires a strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic, achievement-oriented and focused. The ability to work independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority both inside and outside of VYH. Excellent interpersonal, verbal and written communication skills. A Bachelor's degree (Master's preferred) and 10+ years professional experience in nonprofit organizations; demonstrated success in a development function (managing and forging relationships with multiple donor sources). Tangible experience of having expanded and cultivated existing donor relationships over a period of time. Flexible and adaptable leadership style; a leader who can positively impact both strategic and tactical fundraising initiatives. Must be amenable to a flexible work schedule involving evening and weekend hours, as well as fixed office hours. The candidate must be an individual who has never been convicted of any child abuse offenses. The candidate's age, race, sex, sexual orientation or state of disability will not be considered when hiring for this position.