

YOUTH DYNAMICS FOUNDATION, INC.
JOB DESCRIPTION

Job Title: Foundation Director		FLSA Status: Exempt
Supervisor: Executive Director (in collaboration with Foundation Board of Directors)		
General Information: The Foundation Director reports to the Executive Director who supervises this position jointly with the Foundation Board of Directors. This individual is responsible to plan, coordinate, and manage all fund raising activities including major gifts, events, and planned giving. The Director will create community awareness and build strategic partnerships to raise additional funds and resources, and work directly with the Foundation Board of Directors on Foundation development and fund-raising as well as coordinating with Youth Dynamics' leadership and Marketing/Communications Coordinator in public relations activities. Must be able to inspire those who are working for the advancement of Youth Dynamics.		
Minimum Qualifications	Bachelor's degree from an accredited college or university, required. Must demonstrate the ability to reach out to the business community, create and deliver professional presentations, and demonstrate strong closing skills. Excellent writing, interpersonal communication, and formal presentation skills required. Must have demonstrated the ability to anticipate needs, take initiative, exercise creativity and innovation. Experience in fund raising, planned giving, marketing, and recruiting and directing the work of volunteers/committee members preferred. Must demonstrate the ability to collaborate and lead people within and outside the organization. Must demonstrate good organizational skills and be a team player that enjoys working with other people and building relationships. Preference may be given to someone who already has relationships to potential donors, a successful track record in securing donations, and experience building a donor base.	
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • The Director must have a proven history of creating revenue driven opportunities with an excellent understanding of community and organizational cultures. • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Ability to work independently • Ability to collaborate and work as part of a team • Ability to lead group/team process. • Ability to travel. • Possession of a valid driver's license and minimal insurance required by law. 	
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds. 	
Principal responsibilities	<ul style="list-style-type: none"> • Identify, research, cultivate and solicit fundraising prospects on an ongoing basis. Prospects include individual, foundations and corporations. Work closely with the administration to prioritize the cultivation of prospective donors. • Coordinate Youth Dynamics Fundraising Plan/Activities related to annual events and direct mail campaigns. • Identify the need for and coordinate with marketing staff in the development of relevant promotional materials. • Assist in the development and implementation of Youth Dynamics Marketing and Public Relations Plan. • Has a significant management responsibility to insure that all efforts are in accordance with Youth 	

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	<p>Dynamics Strategic Plan and policies by coordinating efforts with administration and program supervisors.</p> <ul style="list-style-type: none"> • Research and identify potential funding sources including but not limited to foundations and public (national, state and local) entities through communication with program supervisors and administration. <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy and professionalism at all times. • Complete required paperwork in an accurate and timely manner. • Participate as a positive member of the Youth Dynamics organization. • Act as a positive representative of Youth Dynamics to the public. • Participate in regular supervision with your Supervisor. • Participate in staffings and relevant in-service training as needed or required. • Attend all meetings as are necessary to fulfill job responsibilities. • Develop a plan for personal and professional growth, as needed. • Carry out other responsibilities as assigned by Supervisor to further the mission of Youth Dynamics.
<p>Minimum Expectations</p>	<ul style="list-style-type: none"> • Facilitate the development and implementation of all required Foundation Board Policies and Procedures • Initiate and complete development of required strategic partnerships to accomplish Foundation and agency goals. • Develop and implement Fund Raising Plan, annually. • Develop and maintain relationships to encourage planned giving. • Establish and update, as needed, case statements to describe giving needs of Youth Dynamics. • Establish and maintain Foundation annual funding to support operations. • Manage Foundation budget within agency guidelines. • Facilitate the development of the Foundation Board membership and operations to promote achievement of strategic goals and Fund Raising Plan. • Maintain donor database as complete and current. • Expand donor base by 20% per year.

I acknowledge receipt of this job description:

Employee

Date