



**Director of Development
Job Announcement
December 20, 2016**

THE OPPORTUNITY

Diabetes Youth Families is seeking an experienced Director of Development (DOD) who will be committed to its mission and support the Executive Director and Board to advance the organization to the next level.

DYF is a mission-driven organization dedicated to improving the lives of children, teens and families affected by type-1 diabetes. Founded in 1938, the organization is a leader in helping children and their families gain confidence and mastery in managing diabetes through weekend and week-long camps and educational programs that serve more than 2,000 individuals annually. DYF believes that every child with T1D, and their family members, should have the benefit of our lifesaving programs and works year round to raise the necessary funds to meet the demand for our services

POSITION SUMMARY

The Director of Development is responsible for all of DYF's fundraising programs. The organization currently raises \$1.2 annually, and significant growth in these programs is planned. The Director of Development oversees the Major Donor, direct mail, and Foundation and Corporate Giving Programs. The Director of Development is also responsible for all aspects of the Annual Gala including sponsorship, auction procurement, ticket sales, and committee recruitment. The DOD supervises one Development Coordinator and supports the Executive Director in developing organization-wide initiatives that support fundraising, including board and volunteer recruitment, communications and program development. He/she may manage outside contractors including a contract grant writer and event planner. He/she is a member of the senior team.

RESPONSIBILITIES

In collaboration with the Executive Director:

- Prepare and oversee fundraising budget, including tracking progress toward goals, creating reports to monitor results, and providing monthly updates to Executive Director and Board of Directors.
- Manage major gift portfolio of up to 100 donors and determine strategies (including personal asks, direct mail, and proposals) for cultivating, stewarding and soliciting gifts.
- Expand DYF's donor base, cultivating and advancing donors and obtaining gift commitments, and managing a comprehensive stewardship program to guarantee timely donor appreciation.
- Responsible for management of fundraising and marketing materials, acknowledgment letters, email updates and appeals, and invitations focused on major donors.
- Directly responsible for the development, monitoring, management, and execution of the Annual Gala including committee recruitment, corporate sponsorship, auction procurement, and event marketing and logistics.
- Support the Executive Director and DYF team in developing organization-wide initiatives including; fundraising, board and volunteer recruitment, communications and programs.
- Supervision of Development Coordinator.
- Responsible for corporate and foundation relations, including writing grants, preparing reports and meeting with program officers. The Development Coordinator and the grant writer will assist in this activity.
- With the Development Coordinator, directly responsible for the creation, development, printing and mailing of two direct mail appeals annually; spring and year-end.
- Directly responsible for year-end giving efforts including online promotions and solicitations.
- Attends DYF Board Meetings and provides development support to board members as needed.
- Participate in social media and web-based promotions as determined by the DYF.
- Serve on the senior management team working closely with Executive Director on budgets, program strategies and community outreach.
- Regularly evaluate internal systems, policies and procedures for efficiency and effectiveness. Ensure compliance with all relevant policies and regulations set forth by the IRS, Board and ED.

QUALIFICATIONS

- Experience with Type 1 diabetes or chronic disease management.
- Bachelor's degree required; or 7-10 years of direct experience in fund development with demonstrated success; prior management experience; at least 5 years of fundraising experience in a management-level position. A successful background as a member of a leadership team, and the ability to relate effectively and develop positive relationships with a broad range of organizational stakeholders, including Board, donors, staff, volunteers, etc.; skill as a strong contributor to cross-functional teams and in working harmoniously with many personalities. Experience with donor management software.
- Strong nonprofit financial acumen; ability to create and effectively track and report on an annual department budget, and to accurately monitor, report and evaluate restricted and unrestricted gifts and grant monies.
- Excellent verbal and written communicator with the ability to develop strong internal and external relationships with volunteers, donors, program participants and staff.
- A self-starter who is detail and goal oriented with superior organizational skills and the ability to work in a fast-paced and evolving environment; juggle many responsibilities and projects at once; and meet deadlines and budgets.
- Flexible and adaptable, with excellent teamwork and supervisory skills.
- Personal passion for the work, mission and values of DYF and the T1D community.
- Unquestioned integrity, professional demeanor and authenticity in building relationships with, and inspiring best effort from Board, staff, donors, and partners.
- Capital campaign experience preferred.
- Strong computer skills, including Microsoft Office.
- Knowledge of Bay Area communities preferred. Willingness to travel on occasion within the greater Bay Area. Able to work nights and weekends as needed. Valid California Driver's License.

SALARY AND BENEFITS

Salary commensurate with experience.

- Health insurance, dental insurance, vision plan, FSA plan and a 403(b) employee funded retirement plan
- Ten paid holidays per year and ten earned vacation and sick days per year.
- Additional vacation days accrued after two years of service.
- Five flex days (including birthday).
- DYF strives to offer all of its employees job specific training opportunities.
- Opportunity to make a difference in the lives of the people that you serve.

WORKING CONDITIONS & PHYSICAL CONDITIONS

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment, and risk control.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.

Working conditions include:

- Long periods of exposure to a computer monitor while in a seated position.
- Ability to lift objects up to 20 pounds.
- Ability to travel to events and occasional work on weekends and evenings.
- Exposure to outdoor elements when visiting camp (throughout the year).

This Search is being conducted by the Center for Volunteer & Nonprofit Leadership.

To be considered as an applicant, please:

- E-mail PDF of resume and cover letter in confidence to: cvnlsearch@cvnl.org.
- Applications without a cover letter will not be considered. Include in the Subject: "Diabetes Youth Families Director of Development Search" Please note in your cover letter where you found this posting.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role. Diabetes Youth Families is an equal opportunity employer and makes employment decisions on the basis of qualifications. The organization policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. Submission of your application is not an offer of employment or an employment contract.