



YC Mission: Through adaptive sport, art, and recreation, we unite young people with physical disabilities and teen volunteers in meaningful and fun opportunities. Grounded by a true sense of belonging, we are a spark for creating strong communities, promoting life-long growth, and driving advocacy forward.

YOUTH CHALLENGE JOB DESCRIPTION

JOB TITLE: Director of Advancement

REPORTS TO: Chief Executive Officer

WORK WEEK HOURS: Full time/35-40 Hours Per Week

- **Basic Function:** Director of Advancement is primarily responsible for moving Youth Challenge's mission forward by providing strategic leadership for fundraising, development, and communications initiatives, ensuring alignment with YC's strategic plan, financial objectives, and organizational mission. The Director works closely with the CEO, COO, and the Board of Trustees in advancement, development and fundraising endeavors, as well as with YC's Advancement and Program Teams.

Responsibilities:

- Ensure implementation of the Annual Fund, special events, and donor stewardship initiatives to achieve fundraising goals and organizational objectives. Directly partner with the advancement team for success of special events hosted by/for YC.
- Develop relationships with supporters, conduct meetings and conversations, and serve as a representative of Youth Challenge with corporate, foundation, and individual supporters.
- Partner with the CEO to expand major gift and planned giving opportunities that strengthen long-term philanthropic support for Youth Challenge's mission.
- Oversee donor portfolio management systems and strategies, supporting staff in cultivating meaningful donor relationships and maximizing fundraising effectiveness.
- Provide strategic direction for organization communications and marketing efforts, working with the advancement team to manage communication channels and strengthen community engagement, donor relations, and brand awareness. Manage website content and structure updates.
- Partner with the program team to cultivate advocates, elevate participant and volunteer stories, and advance awareness and support for Youth Challenge's mission and vision.
- Serve on the Strategic Planning, Finance, and Fund Development board committees, providing staff leadership when/where necessary.
- Ensure effective use of donor management systems to track fundraising activity, measure performance, strengthen stewardship efforts, and inform strategic decision-making.
- As appropriate, assist other departments and work as a member of interdepartmental teams to ensure the effective and efficient operations of Youth Challenge. This includes attending programs as needed. At all times, demonstrate collaborative behavior with supervisors and coworkers. Perform other duties assigned, dependent on organizational needs and employee skills.



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

- * College graduate required. Degree in a related field is preferred
- * 10 years experience in the field of non-profit fundraising preferred
- * Knowledge of fundraising strategies and donor relations unique to the non-for-profit sector
- * Knowledge and experience with special events, communications, marketing and donor management systems
- * Strong oral and written communication skills
- * Volunteer experience or community service background helpful

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common journals relating to the job description. Ability to respond to common inquiries or complaints from constituents, regulatory agencies or members of the community. Ability to effectively present information to the Board of Trustees, all levels of professional and support staff and public groups.

COMPUTER/MATHEMATICAL SKILLS:

High level of proficiency with Microsoft Office, including strong working knowledge of Excel and donor management systems.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret instructions and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Demonstrated capacity to maintain confidentiality and handle sensitive information. Excellent organizational and planning skills with ability to prioritize multiple tasks and projects to meet deadlines; outstanding attention to detail; flexibility and persistence; motivation and energy with the ability to work with little supervision and collaborate with other members of the team. Strong analytical and communication skills, both oral and written. Detail oriented, good customer service skills, great follow-up methods, and ability to effectively communicate with a wide variety of constituents.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, books, papers, pen/pencil and manipulate a keyboard; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.