



Youth Ambassadors, Inc. Development Director - Job Description

Youth Ambassadors (YA) is seeking a full-time Development Director to lead fundraising efforts as a fast-growing, strengths-based youth organization. Youth Ambassadors has served Greater Kansas City youth since 2010 with workforce development and social engagement programs. In fourteen years, our program has managed to increase social outcomes for youth in our community significantly. YA currently employs 5 full-time leadership staff and approximately 15 part-time program staff. It also serves as a placement site for UMKC's School of Social Work. Our organization is committed to social justice, equity, diversity, belonging, and inclusion.

Responsibilities

Reporting to the Executive Director, the Development Director will:

- Lead, plan, and implement organizational fundraising efforts that include, but are not limited to-
 - growing corporate contributions,
 - overseeing special fundraising events,
 - cultivating and retaining individual donors,
 - finding new grant opportunities, compiling grant reports & maintaining relationships with grant funders.
- Coordinate development efforts for the organization's annual fundraising event, Blue Jean Bash in conjunction with the Executive Director and Board of Directors.
- Collaborate with the Program Director to complete grant reports, coordinate funder site visits/meetings
- Attend weekly meetings with the leadership team as well as weekly supervision meetings with the Executive Director

Qualifications

- **Integrity, positive attitude, mission-driven, and self-directed leadership style.**
- 3+ years of demonstrated success in a development role within an organization of comparable size, scope, and complexity.
- Successfully experience collaborating with marketing & program staff members.
- Independent, self-starter
- In-depth knowledge of the Greater Kansas City philanthropic community
- Strong relationship management skills.
- Proven ability to work cooperatively, diplomatically, and effectively with executive leadership, boards, staff, and volunteers.
- Working knowledge of email, calendar/scheduling, word processing software, spreadsheet/database software. Knowledge of donor software systems (CRMS) required
- Occasional physical labor is required to set up for and carry-out fundraising activities.

You're a good fit if...

- You have a strong interest in and passion for empowering urban teenage youth.
- You prioritize working in an equitable and inclusive organizational culture.
- You are the kind of leader who brings teams together, fosters a healthy work environment

and motivates colleagues to go the extra mile.

- You would thrive in an environment where you are expected to think outside the box.
- You are self-motivated and can work well both independently and on small teams.

Required application documents

- Resume
- Cover Letter - Applicant cover letters should not exceed two pages in total length, and must include a brief discussion of the following three topic areas:
 - Why are you interested in this position?
 - How do your skills align with the job description?
 - What does diversity, equity, and inclusion mean to you?

Prospective candidates can apply for this position by emailing their cover letter and resume to Monique@youthambassadorskc.org ATTN: Development Director Position.

Type: Full Time, Salaried, Hybrid Work Schedule

Hours: Monday-Friday, 40 hours/week. Some weeknights and Saturdays required.

Salary Range: \$55,000 - \$65,000

Available Benefits: Company paid medical benefits, 10 paid vacation days annually, 10 paid sick days annually, most federal holidays, and a hybrid virtual/in-person work environment

Location: Midtown Kansas City, 31st & Troost Ave

We are committed to building an inclusive organization that represents the people and communities we serve. We encourage members of traditionally underrepresented communities to apply, including women, people of color, veterans, LGBTQ people and people with disabilities.

Youth Ambassadors is an Equal Opportunity Employer and seeks diversity in candidates for employment. EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity