



## CAROLINA YOUTH COALITION

### Development Director

Carolina Youth Coalition (CYC) seeks a detail-oriented, strategic, and data-driven professional with a proven track record of success in nonprofit fundraising to serve as Development Director.

#### Position Overview

The Development Director will play a key role within Carolina Youth Coalition's leadership team to expand its donor base through the identification, cultivation, and solicitation of both current and future contributors. They will work closely with the Executive Director and Board of Directors and will lead the codification of development operations, stewardship of donors, CRM maintenance, and creation of fundraising proposals. This position will also play an ancillary role in CYC's upcoming major gifts campaign led by a highly experienced outside development firm.

Responsibilities will include but are not limited to:

#### Development Strategy and Operations

- Create and execute an annual development plan with specific goals around donor retention and growth
- Operationalize development calendar and grants schedule for the fiscal year
- Plan and execute CYC's annual fundraising campaigns (Annual appeal, Giving Tuesday, etc.).
- Work with Executive Team, Board of Directors, and volunteer leadership to organize and plan annual fundraising events
- Identify, solicit, and secure in-kind donations

#### Donor Cultivation and Stewardship

- Grow CYC's individual donor base through individual donor strategies, employee giving programs, and crowdfunding
- Identify new opportunities for grant funding, lead grant reporting, and steward existing foundation relationships
- Build relationships with CYC volunteers to compel them to become donors
- Lead stewardship of a portfolio of corporate and foundation funders, as well as individual donors

#### Donor Stewardship and CRM Management

- Maintain accurate, up-to-date donation history, contact information, and other relevant data about the organization's constituency using Neon CRM
- Process donations, donor acknowledgements, matching gifts, and other donor communications in a timely manner
- Provide regular reports to Executive Director and Board of Directors as it pertains to fundraising KPIs and goals
- Support gift reconciliation with the CYC's bookkeepers

#### Marketing and Storytelling

- Serve as a community ambassador fulfilling speaking engagements and other opportunities to share CYC's story
- Developing and edit donor presentations and other marketing materials external purposes.
- Create engaging presentations, marketing materials, social media content, and newsletters highlighting CYC's program impact and recognizing CYC donors, partners, and volunteers.
- Partner with CYC's program and operations teams to collect impact stories to be shared with current and potential donors



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### Basic Qualifications

Bachelor's degree in communications, marketing, journalism or related field  
4+ years of nonprofit fundraising experience  
Exceptional verbal and written communication skills  
Excellent time management, project management, and organizational skills  
Proven track record of building a pipeline of prospective funders by researching, identifying, and cultivating relationships  
Ability to work in a fast-paced, entrepreneurial environment  
Proficient in Microsoft Office Suite and Google Workspace Apps  
Available to work occasional nights and weekends

### Additional, Preferred Qualifications

Experience in researching, writing, and submitting funding proposals to business, foundation, and governmental agencies.  
Proven track record of successful event execution, including annual fundraisers, galas, silent & live auctions, etc.  
Familiarity with Adobe Creative Suite (Photoshop, Illustrator, and InDesign) and other graphic design software

### Compensation and Benefits

The position of Development Director is salaried, exempt, and therefore not subject to overtime rules of the Fair Labor Standards Act.

Annual salary of \$68,000 – 72,000. This position is eligible to participate in the following benefits:

Comprehensive Healthcare Plans (Medical, Dental, and Vision)  
Employee and dependent life insurance  
Short-term and long-term disability  
Flexible spending accounts (health and dependent care expenses)  
Retirement account (with an employer match of up to 3%)  
Paid vacation – awarded 100 hours three months after employment start date.  
20 Paid Holidays including an extended Christmas break

### TO APPLY

1. Complete the online application on [Indeed](#).
2. Submit a cover letter with availability and three professional references to [careers@carolinayouth.org](mailto:careers@carolinayouth.org).
3. Email subject line should read "DD Applicant - [Applicant name]." Please do not call.

*Ideal start date: October 1-15th*

\* Carolina Youth Coalition is an equal opportunity employer and welcomes everyone to our team. We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents, and individuals with disabilities to apply. In your application, please feel free to note which pronouns you use (For example – she/her/hers, he/him/his, they/them/theirs, etc).

### LOCATION

- Charlotte, NC | Combination of remote and in person work

All prospective new hires must complete a criminal background check prior to receiving an offer of employment. CYC does require all employees to be fully vaccinated (booster optional) against COVID-19.