

## Director of Development Job Description

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### POSITION SUMMARY

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The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington’s juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ’s results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families.

CCYJ seeks a Director of Development to shape, grow, and sustain organizational operations at an exciting time in our history. CCYJ has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile Logvin in late 2018. Our passionate staff is deeply committed to the youth for whom we advocate. We seek a Director of Development who is excited to be a part of shifting the lives through changing the systems of juvenile justice and child welfare that inform the futures of so many of our children.

The Director of Development is responsible for oversight, proactive planning, and successful execution of a comprehensive fundraising program, and to position CCYJ for future success, growth, and sustainability. The Director of Development reports to the President and CEO and serves as a member of the leadership team that includes the President/CEO, Director of Programs, and Director of Mission Support Services (Finance/Operations). The Director of Development plays a key leadership role in ensuring that CCYJ fulfills its mission, ensures a values-based organizational culture, and accomplishes its financial goals. The Director of Development will collaborate to design a team and organizational resources to take CCYJ to its next evolution of growth and expansion.

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### CCYJ’S CULTURE EMBRACES

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- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community
- CCYJ operates with an innovative and leading-edge mindset
- CCYJ is purpose driven and laser sharp in the fulfillment of our mission
- CCYJ embraces a growth mindset; our development is essential to expand and grow our organization
- CCYJ produces results, not reasons
- Anything is possible
- Everyone has something to contribute
- Everything happens out of your relationship with other people

- Great ideas come from anyone at any time
- People up to big things are going to make big mistakes. We own them, learn from them, and move on
- Transparency is essential to a highly functioning organization
- A diverse, fully self-expressed workforce

## **REPORTING RELATIONSHIP**

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The Director of Development reports to the President/CEO.

## **SUPERVISION EXERCISED**

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The Director of Development supervises a team of 3-4 development and administrative managers and associates. The Director of Development occasionally oversees various contracted resources.

## **FLSA STATUS**

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This position is considered exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay. This position is recognized as a member of the Leadership Team for the development division, and exercises independent judgment on a variety of issues impacting CCYJ.

## **ESSENTIAL FUNCTIONS**

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The examples of essential functions listed below are intended as illustrations of the types of work that will be performed. Duties and responsibilities are subject to change by CCYJ as the needs of the organization and requirements of the job shift over time.

### *Leadership and Management*

- Lead a partnership with the President & CEO, Leadership Team, Board of Directors and development staff to design and fulfill annual fundraising strategy and goals
- Oversee and direct the implementation of the annual development plan
- Design strategies and tactics for growth and success across all areas of fundraising
- Monitor fundraising results and consistently report progress to the President & CEO and the Board of Directors; participate in the Board Meetings and Committees, as requested
- Collaborate internally to develop budgets, monitor and forecast revenue and expenses, and drive financial results
- Manage and empower the development team and contractors in designing and fulfilling their goals
- Lead quantitative and qualitative evaluation of fundraising outcomes, resulting in informed, data-driven, and investor-centric strategies
- Work closely and collaboratively with the President & CEO and the Board Development Committee to build and empower the Board's capacity, capability, consistency, and confidence in fundraising
- Generate new ideas that increase revenue and investor longevity

### *Annual Giving, Major Gifts, Corporate Giving & Grants*

- Collaborate with the President & CEO in the creation of a strategy for a large sustained base of annual individual donors
- Connect organizational mission and results to investor's philanthropic goals and ambitions

- Design and drive strategies for annual giving program, including online giving and direct mail
- Direct and execute a strong, consistent, relational major gifts program and systematize a planned giving program
- In collaboration with the President & CEO secure support for CCYJ initiatives through creative, innovative events and giving opportunities
- Develop, in partnership with President & CEO the annual strategy and goals for philanthropic events
- Manage staff and contractors in event logistics and administration, ensuring impeccable event logistics & results
- Develop a comprehensive corporate giving strategy to engage corporations in supporting CCYJ's initiatives
- In collaboration with the President & CEO secure support for CCYJ initiatives through creative, innovative events and giving opportunities
- In collaboration with the President & CEO, Leadership Team, and grant writer, develop annual grant strategy and goals that build and sustain relationships with private foundations
- Collaborate with program and staff, in coordination with grant writer, to refine grant-seeking strategies, cultivate funders, review grant applications and finalize reports
- Collaborate with the President & CEO and program staff to cultivate funders and review grant applications and reports
- Develop and track proposals, outcomes, and reporting requirements for all grants
- Manage the implementation of Raiser's Edge and oversee staff responsible and process for data entry and gift processing

#### *Development and Philanthropic Communications*

- In conjunction with the President & CEO, develop a comprehensive development-focused communications strategy, integrating into CCYJ's larger plan for a growing awareness of CCYJ's impact and role in the community
- Empower development team in executing the development communications plan through innovative and creative approaches, consistent and aligned with organization's communications strategy.
- Manage donor communications for high-level, strategic fundraising opportunities
- Communicate fundraising goals throughout the organization and empower team members to participate in accomplishing CCYJ's annual goals

### **QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILL, AND ABILITY**

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#### **Experience**

- A strong track record of achieving tangible fundraising outcomes in a competitive field
- Senior leadership development and/or philanthropy experience in a nonprofit, educational, or public service environment (typically 6-8 years)
- Experience responding effectively to shifting and evolving fundraising priorities
- Experience cultivating and maintaining investors in a mission-driven organization
- Experience cultivating and securing major grants and/or high-net-worth individual investors

#### **Desired Specialized Knowledge and Skills**

- Knowledge of the local/state/national nonprofit and advocacy stakeholders
- Skilled communicator and relationship-focused leader
- Commitment to CCYJ's mission.
- Technologically savvy and knowledgeable including, but not limited to, Microsoft Office Suite, Google Apps, Raiser's Edge, Bloomerang, Blackbaud

#### **Abilities**

- Demonstrated track record in developing, communicating, implementing, and adapting a strategy in a constantly changing environment
- Demonstrated track record in developing and leading staff to achieve results
- Experience managing a cross-functional program team
- Ability to assess organization' strengths, gaps and efficiencies, balancing health of organization with programmatic needs and functions
- Strong interpersonal and relationship-building skills
- Ability to listen to others and communicate honestly, responsibly and professionally; verbally, written, and electronically
- Entrepreneurial
- Ability to perform several tasks concurrently with ease, effectively and efficiently
- Commitment to impeccability and integrity

## **COACHABILITY**

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- Able to work in a team environment and has the courage to communicate openly and honestly
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results
- Adaptable
- High functioning sense of humor, humility, and emotional intelligence
- Foster a culture of integrity, service, adaptability, innovation, and responsibility

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

## **COMPENSATION**

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*Highly competitive salary*, commensurate with skills and experience. CCYJ offers a benefits package that includes Medical/Vision/Dental, Transportation Allowance, Paid Time Off, Sick Leave, Holiday Pay and Floating Holiday Pay.

## **TO APPLY**

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Please submit a cover letter, resume, and contact information to [jobs@CCYJ.org](mailto:jobs@CCYJ.org).

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.*