



POSITION ANNOUNCEMENT

Title: Senior Director, Development Strategy

Office: National

Location: Boston, MA

ORGANIZATION DESCRIPTION:

Founded in 2000, Year Up is a non-profit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college credit and corporate internships.

In our tenth year of operation, Year Up will serve more than 1,000 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to open the Chicago site in the summer of 2010. Year Up continues to be recognized as a non-profit leader; we have received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. In 2009, when 75% of non-profits either did not grow or remained flat, Year Up grew its revenue by 23%, enabling us to increase the number of students served by 56% each year since our founding. Much of our success is attributed to our talented and committed staff. Please see www.yearup.org for more information about our program.

POSITION OVERVIEW:

Year Up is seeking a Senior Director of Development Strategy – a newly created position due to growth – to proactively align the strong foundation and work of our development businesses across 7 sites (including headquarters) and create a culture and “engine” of development in our company, both of which are critical in our next life organizational stage. Reporting to the National Director of Development & External Affairs, this position will play an integral role in moving our organization from project-based fundraising to an integrated, ongoing, process-based fundraising system. By leveraging the current strengths of development teams, this individual will lead the organization and be the primary contributor in designing, creating, and implementing a development system that ensures ongoing, customized donor dialogue, enables sites to be more efficient, and provides leadership with performance management tools to achieve organizational objectives and donor stewardship. The ideal candidate is a senior leader with a strong blend of demonstrated strategic planning skills, people and influence skills, and systems-building skills. While the main focus of this role does not include fund solicitation, development or sales experience within a growing multi-million dollar organization is critical.

In keeping with Year Up's values, the Senior Director of Development Strategy will also interact with students as a mentor and group facilitator, participating in creating and sustaining a positive educational environment with trust among students, instructors, and other staff.

KEY RESPONSIBILITIES:

Development System:

- Design and implement an organization-wide, self-sustaining development infrastructure to support Year Up in the next stage of organizational growth.
- Responsibilities include creating infrastructure design, processes, tools, human resource training, and performance management to motivate teams and create an airtight system to ensure repeatable, high-quality processes as the organization scales.
- Ensure the system maximizes fundraising potential by tracking each donor's unique preferences, actions, interactions and feedback to continually customize the donor experience.
- Enhance National support in certain areas utilizing technology and on-line giving to increase high-touch donor experiences while creating efficiencies across the organization
- Define key performance metrics and management tools to cause outcomes that achieve and align local site, national leadership, and board development objectives.
- Partner with other functional areas such as data team and finance to create tracking and monitoring reports and processes that motivate behavior to desired outcomes.
- Support sites by creating templates for donor communication, follow-up solicitation to events, defined moves management pathways, maximizing annual appeals and other organization-wide activities

- Identify and implement opportunities to support local and national prospect efforts (for example, research function and donor search tools, fresh development messages and tactics to provide reasons to increase number of contacts with prospective donors)
- Support local sites by having National implement customized development initiatives that generate site revenue.
- Leverage strengths of current foundation and talent existing across 7 sites and teams

Development Strategy:

- Serve as a thought partner and primary advisor to National Director of Development & External Affairs, CEO, and Leadership team on Year Up's fundraising strategy over time. For example, at the end of our next fundraising campaign: how will the organization look different? how will the CEO role change? how will our capital structure change? Based on this direction, lead creation of process to successfully implement this strategy.
- Work closely with marketing to create, integrate and align mission, messaging, and emotion into processes within the development system.
- Develop strategies for expanding the role of key donors into an extensive web of volunteers who support development efforts in a systematic, strategic manner. And, as we have this virtual development organization of volunteers design strategy for manage them and maximizing their potential.
- Define strategy for planned giving and articulate this plan into capital structure
- Identify and manage consultants critical for evaluating strategic development questions

National Development Team Member:

- Assist National Director of Development in annual budgeting and ongoing forecasting
- Support National Director and CEO in prospecting, cultivation and stewardship activities as needed.
- Manage external partnerships and consultants to define expectations, ensure open communication and measure performance outcomes and modify activities as needed.
- Take personal ownership in supporting Executive Directors and local site staff in a highly responsive manner.
- Ad hoc duties as arise

QUALIFICATIONS:

- 10+ years of proven track record in strategy, planning, organizing and managing projects requiring cross-functional leadership within a high-performing, entrepreneurial company or nonprofit organization
- Proven experience designing and managing multi-million dollar development/sales systems
- A passion for working with urban young adults, an unshakable belief in their potential, and a strong commitment to the mission of Year Up
- Understanding the Opportunity Divide and its drivers
- Commitment to diversity and inclusion
- Demonstrated business acumen for leading initiatives and decisions forward in a collaborative, multi-site organization using influence rather than direct oversight
- Entrepreneurial mindset to continually build and improve systems
- Strong interpersonal skills and ability to lead by influence
- Proven ability to identify key drivers of desired outcomes and establish metrics to manage performance.
- Excellent project management skills combined with outstanding interpersonal and communication skills
- Strong analytical skills.
- Ability to make firm, executive-level decisions in a dynamic and fast-paced environment
- Experience leading and managing teams with shared responsibility for outcomes while demonstrating a flexible and adaptable work style
- Demonstrated success creating and managing budgets in a resource-constrained environment
- BS or BA required; MBA preferred

Salary is commensurate with education and experience. Year Up also offers a competitive benefits package including healthcare, dental, 401(k) match and vacation.

TO APPLY:

E-mail a resume and thoughtful cover letter stating the skills/experience you have that match the qualifications of this position as well as how you heard about the position to **Sandy Stark** at sstark@yearup.org. Please title the e-mail "**Senior Director of Development Strategy**" and include how you heard about the position. No phone calls, please.

Year Up is an equal opportunity employer.