



Director of Development

Reports to: AYF Vice President of Advancement
Supervises: Advancement Manager, Development Coordinators
FLSA Status: Exempt, Full-time, Regular

The American Youth Foundation (AYF) seeks a Director of Development to oversee fundraising and the upcoming capital campaign.

Based in St. Louis, the Director of Development will:

- Plan, develop and maintain a comprehensive fundraising program on behalf of AYF
- Provide overall leadership at the St. Louis site and management of development relationships insuring the highest standards of service quality, safety and cost effectiveness
- Promote the American Youth Foundation locally, regionally and nationally, serving as key contact with Board members, major donors, key alumni

Specifically, the Development Director will:

- Be responsible for planning and managing AYF's development efforts
- Design and implement a comprehensive development program and initiate appropriate strategies to enable:
 - Annual fund
 - Planned giving
 - Sponsorships
 - Major gifts
 - Alumni relations
 - Special events
- Maintain close working relationship with AYF's Board of Directors in ensuring active, ongoing efforts to increase funding for AYF.
- Prepare revenue and expense budgets and oversee financial management of Development cost center
- Seek new corporate/foundation funding sources and maintain relationships with current donors
- Represent AYF in meeting with potential partners and funding sources
- Work with AYF President and Vice Presidents to pursue major gifts and ongoing funding from donors

Additionally, the Director of Development will:

- Work collaboratively and maintain ongoing contact with other AYF staff members to identify avenues of support for programs/projects
- Introduce AYF's participants and programs to philanthropic supporters
- Serve as staff liaison to the Board of Directors Development and Campaign Committee
- Travel routinely to meet with colleagues, alumni, current families and major donors

Position Specifications

Analytical/Interpersonal Skills

- Strong commitment to serving internal and external stakeholders
- Demonstrated ability to obtain results through effective leadership and communication
- Knowledge of long-range planning process

- Demonstrated interpersonal skills: active listening, feedback skills
- Strong written and communication skills, public speaking
- Effective organizational skills, attention to detail and management of deadlines
- Self-motivated, energetic, service-oriented, team player
- Self starter with good initiative and ability to work independently
- Willingness to expand knowledge and responsibilities
- Able to problem solve, using good judgment while assessing risk factors

Physical Demands

- Ability to lift and/or move up to 25 pounds
- Walk significant distances

Work Environment

- Varied settings including Board rooms, office, and outdoors at the camps
- Work hours vary as required to meet job demands
- Some weekend and evening work required
- Travel as needed for meetings and site visits
- Flexibility to live in a variety of environments (camp, hotels, guest accommodations in people's homes)
- Business casual, appropriate attire for setting

Preferred Minimum Education, Experience and/or Licensure/Certification

- Degree in Non-Profit Management, Business, Human Services, or related fields
- 5-10 years experience directing or administering Development programs for non-profit service organization
- CFRE (Certified Fund Raising Executive) preferred
- Experience including knowledge of annual giving, capital campaign, foundation/corporation solicitations, deferred planned giving, communications and special events
- Demonstrated experience in recruiting, supervising and developing staff
- Demonstrated experience in financial management
- Knowledge of marketing strategies and techniques
- Working knowledge of Microsoft Office, Raisers Edge and/or other databases

Start date: As soon as available upon offer
Salary range: Upon request
Benefits: Generous benefits package (details provided upon request)

To Apply:

Send an electronic cover letter, resume to the attention of the Selection Committee: ayfhumanresources@ayf.com

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