Options for Youth Development Officer
(Full Time)

Reports To: President and CEO

About Options for Youth:

Since 2004, Options for Youth (OFY) has supported vulnerable adolescents in Chicago and helped them create positive options for their futures. Options for Youth’s mission is to expand opportunities for adolescents in underserved neighborhoods through programs that build upon the strengths and maximize the potential of each young person and help to break the cycle of poverty in their lives and their communities.

Options for Youth is a unique organization that for 20 years has worked to change the lives of the most at-risk adolescents, including teen mothers who have a baby in high school and teenage boys faced with violence in their daily lives. Through intense education and training, plus long-term individual support, OFY Home Visitors help teen mothers delay a second birth and graduate from high school. Male Mentors help teenage boys redefine harmful gender norms, remain in and graduate from high school, which is the first and essential step in breaking the cycle of poverty and violence in these young lives.

Job Description:

A newly-created, full-time position, the Development Officer position offers an exciting opportunity to direct development operations and lead proactive fundraising strategies for the organization. The Development Officer will work closely with a supportive team including the President and CEO, staff, Board of Directors, donors, and key stakeholders to raise the funds necessary to realize Options for Youth’s mission each year, while also reaching long-term, sustainable revenue targets for special initiatives. The Development Officer is the primary individual responsible for the administration of all fundraising appeals, relationship-building efforts, and donor cultivation and stewardship outreach—developing and implementing strategies to grow the organization’s donor and prospect pipelines. The donor pool for OFY includes foundations, corporations, individuals, and selected government agencies. This position will be responsible for managing and implementing the identification, cultivation, solicitation, acknowledgement, and stewardship of a portfolio of prospects and donors and offers the opportunity for real impact on the organization and the deserving young people in its programs.

Duties and Essential Responsibilities:

- Establish long-term relationships with donors and prospects; establish solicitation priorities, manage prospect lists and research, develop and execute targeted cultivation plans and solicitation strategies for a range of prospects, and prepare and provide support to the President and CEO and Board members for solicitations and stewardship;
- Work collaboratively with President and CEO, staff, and volunteers to put in place strong infrastructure and stewardship practices to provide effective donor management systems and processes;
- Prepare and submit proposals to foundations and government agencies.
- Develop and manage cultivation and recognition events;
- Ensure that data related to prospects and donors is recorded and tracked in electronic and hard copy files; manage record keeping, evaluate progress toward goals, prepare periodic reports on fundraising and present to leadership;
- Create an annual comprehensive fundraising plan, and recommend revisions to the plan, as needed, to meet goals;
- Manage the fundraising budget and revenue projections in concert with various staff and volunteer leadership structures/committees;
• Ensure documentation and execution of donor acknowledgement, stewardship and public recognition, as appropriate;
• Participate in solicitations as appropriate; and
• Other duties, as assigned.

Qualifications:

The ideal candidate will possess the following qualifications:
• Bachelor’s degree, with Master’s degree preferred;
• 5-7 years of professional experience in fundraising with a track record of success; specific experience in individual giving and/or major gifts, foundation proposal writing, and working with volunteer leadership;
• Proven success at securing major gift support and in establishing relationships with individuals and foundations;
• Experience in scheduling and staffing solicitation calls and conducting follow up and stewardship;
• Superior verbal and written communication skills;
• Demonstrated experience in developing fundraising materials and proposals;
• Excellent interpersonal, analytical, and organizational skills; capable of working effectively with senior management, leadership volunteers, staff members, consultants, recipients of programs and services, and donors/prospects;
• Energetic, self-motivated, flexible, and adaptable with a sense of humor; able to multi-task and work independently;
• A team-player with an attitude of service and ability to motivate others; and
• Computer fluency in MS Office (including Excel and PowerPoint), donor database software, web applications, and knowledgeable about the role of technology and electronic communication in fundraising.

Salary: $65,000 to $75,000

Options for Youth provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Options for Youth prohibits retaliation against a person who files a complaint of discrimination, participates in an employment discrimination proceeding, or otherwise opposes discrimination under these state, federal, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

How to Apply: Send resume and cover letter by email.

NO PHONE CALLS PLEASE.
Name: George Rumsey
Title: Vice President for Programs
Address: 1525 E. 53rd St., Suite 920, Chicago, IL 60615
Email: gwrumsey@att.net

Disclaimer: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.