



Development Director
Job Description

Location: Burlington, Vermont
Reports to: Executive Director

Hours: 37.5/week
Type: Full-Time Exempt

ORGANIZATIONAL BACKGROUND

[MENTOR Vermont](#) is a statewide non-profit organization that provides funding, resources, and support to the youth mentoring field in Vermont to strengthen the quality and broaden the reach of mentoring relationships in our communities. MENTOR Vermont is an affiliate member of [MENTOR: National](#), a national network of organizations invested in high-quality mentoring relationships and closing the mentoring gap.

At MENTOR Vermont, we are a highly collaborative and tight-knit team. We are supportive of each other and believe that work-life balance is essential to a healthy and effective workplace. We value the whole person we bring to work each day. We are continuous learners and push each other to think creatively. We hold each other accountable. We celebrate, play, and laugh (a lot!). We are driven and inspired by youth voices. We are committed to growing mentoring opportunities for Vermont youth and supporting mentoring programs to make that a reality. We are looking to expand our team to further our reach and make a bigger impact...join us!

COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

MENTOR Vermont is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. MENTOR Vermont is committed to fostering an environment of diversity and inclusion for all. We embrace our differences and celebrate our common humanity in advancing awareness of the need for and transformative power of supportive relationships for our young people. We believe that varied perspectives, experiences, and opinions are central assets in our mission to close the mentoring gap. As we seek to build the most complementary team when it comes to skill, perspective, and experience, we strongly encourage candidates from underrepresented communities to apply.

SCOPE OF RESPONSIBILITIES

The Development Director will take the lead and oversee all of MENTOR Vermont's fundraising efforts and external stakeholder communication. This position will work collaboratively with the Executive Director and other MENTOR Vermont staff to ensure MENTOR Vermont meets annual budget goals and has the resources and funding needed to enable the organization to meet the needs of youth mentoring in Vermont.

As a staff member of MENTOR Vermont and part of the national MENTOR Affiliate network, the Development Director will play a valuable role in State and National mentoring initiatives. This may include committee participation, strategy sharing, and generating resources that can elevate the MENTOR brand and positively impact the mentoring movement.



PRINCIPAL RESPONSIBILITIES

Operations

- Maintain a current and detailed database of financial donors and MENTOR Vermont supporters including corporations, foundations, and individuals.
- In collaboration with the Executive Director, set organization budgets according to short- and long-term goals.
- Establish fundraising objectives for the organization, setting one-year, five-year, and longer-term goals.

Individual Donor Relations

- Oversee all donor communication and implement MENTOR Vermont's annual appeals.
- Cultivate strong, growing relationships with individual donors, increasing the level of financial support from each donor over time.
- Prospect and secure new individual donors.
- Develop and implement a yearly donor communication plan.
- Strategize an engaging fundraising campaign utilizing a variety of engagement methods.
- Oversee and implement the major gift program, including prospecting, cultivation, solicitation, and relationship management.
- Secure major gifts of \$10,000+ annually.
- Provide donor-related support to the Executive Director, board members, and program staff as necessary.

Corporate Relationships

- Secure and maintain corporate relationships and sponsorships to advance MENTOR Vermont's work.
- Explore and implement new strategies for securing additional corporate funding support.

Foundations and Grants

- Increase and diversify MENTOR Vermont funding support from foundations and granting institutions. Strengthen existing relationships while creating new funding partnerships.
- Maintain a year-round grants calendar and oversee the timely writing and submission of all proposals and reporting requirements.
- Balance and track MENTOR Vermont's fundraising outreach with the existing relationships foundations may have with individual direct-service mentoring organizations.
- Identify new and potential funding opportunities for MENTOR Vermont and ensure funder alignment with MENTOR Vermont's mission, vision, and values.

Board and Community Engagement

- Work closely with board members, volunteers, and the Executive Director to deploy annual fundraising activities.
- Establish a culture of philanthropy among the board, and support board members in cultivating their networks into MENTOR Vermont supporters.
- Network within the community to develop relationships on behalf of the organization and pursue financial and in-kind support.



Awareness and Marketing

- Create content and use storytelling to elevate the mentoring movement, elevate MENTOR Vermont as an organization, and elevate youth voice.
- Create MENTOR Vermont's Annual Report and other relevant and informative literature for distribution and/or public viewing.
- Oversee and implement effective stakeholder communication across various platforms, including a comprehensive monthly newsletter and active social media engagement.
- Oversee MENTOR Vermont's website (mentorvt.org), serving as the point of contact with our web developer and making updates, as necessary.

Funding for Youth Mentoring

- Work with the Executive Director and contracted Policy Advisor to secure and increase MENTOR Vermont's annual pass-through grant funding to mentoring organizations.
- Provide resources and support (e.g. training, consultation, etc.) to youth mentoring organizations to help with individual organizational development and sustainability.
- Identify and share local and regional mentoring funding opportunities with programs.

A SUCCESSFUL CANDIDATE WILL POSSESS

Experience

- Extensive knowledge of fundraising strategies and principles.
- Success in building strong relationships with funders.
- Success with securing grants of \$50,000+.
- A pattern of cultivating individual donors and securing yearly gifts of \$10,000+.
- Ability to monetize the existing workings of an organization.
- Confident working with board members and volunteers to support fundraising efforts.
- Demonstrated experience inspiring financial contributions for organizations not providing direct service.

Skills

- Fluent with using assets-based versus deficit-based language and framing.
- Excellent at building and maintaining genuine relationships with donors/supporters.
- Ability to write persuasively, clearly, and concisely to blend information from multiple sources into a single, effective fundraising document that meets the needs of the prospect.
- Self-driven and capable of self-directing work in a largely independent role.
- Comprehensive problem-solving skills and the timely implantation of solutions.
- Ability to lead complex and long-term projects to successful and on-time outcomes.
- Ability to effectively collaborate with others in a varied and fast-paced work environment.
- Comfort navigating donor databases (MENTOR Vermont currently uses Little Green Light).
- Proficient in web design and management (WordPress, HTML) and Canva



- Ability to quickly learn new software systems and well-versed in Microsoft and Google Suites.

Values

- Passionate toward elevating youth voice and the positive impacts of youth mentoring.
- An unwavering commitment to diversity, equity, & inclusion, and an eagerness to challenge MENTOR Vermont to continue to grow, improve, and sustain change in this area.
- Desire to work with a passionate, fun and collaborative team, striving to ensure youth in Vermont have the supportive mentoring relationships they need to thrive.
- Alignment with MENTOR Vermont's core values, and a commitment to embodying those values.

COMPENSATION

- Salary range begins at \$60,000
- Health Benefit: MVP Gold plan
- Section 125 Cafeteria Plan Options (Medical FSA and DCA only)
- Simple IRA contribution: Employer match up to 3%
- Generous paid time off
- Reimbursements for work-related travel

REQUIREMENTS:

- This is a full-time position based in Vermont. Staff are expected to work from the MENTOR Vermont office in Burlington, VT once a week on a pre-decided day of the week.
- Employees working remotely must have adequate internet to achieve their job functions.

To Apply

Please send a resume and cover letter to jobs@mentorvt.org by **July 26, 2024**. Applications will be reviewed on a rolling basis.

MENTOR Vermont is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.