

Youth Villages Development Coordinator

How to Apply:

[Development Coordinator in Memphis, Tennessee | Careers at Memphis, TN](#)

Company Overview

Youth Villages has been a national leader in the implementation of research-based treatment philosophies in the field of children's mental and behavioral health. Our commitment to helping troubled children and their families find success spans 30+ years and includes a comprehensive array of programs and services.

If you are looking for a positive career move where you are meeting the challenges of life and striving to make a positive difference, then Youth Villages is the place for you. We are looking for people with a strong sense of purpose and focus to continually build confidence in yourself and our organization.

Position Summary

Primarily responsible for generating revenue through special events and campaigns. Responsible for managing, recruiting, and growing special events and campaign footprint throughout the region. Duties include measurable strategic planning, implementing tactics to increase awareness and funds raised for Youth Villages in West Tennessee. Coordinate and assist in donor recognition, stewardship, volunteer coordination, development and implementation of events, initiatives, campaigns, and other activities related to fundraising for Youth Villages WTN. This position will also coordinate gift and donor data entry, reporting, and donor engagement correspondence. Will report to the Assistant Director of Development and directly support the Director of Development to accomplish fundraising strategies and goals.

Essential Job Functions *include the following. Other duties may be assigned:*

- Leads events for West Tennessee
 - Responsible for managing all aspects of the event, including but not limited to marketing, email communication, event logistics, vendors, volunteer needs, etc.
 - Relationship manager for committees and corporate sponsors
 - Communicates with donors
 - Leads sponsorship efforts
 - Leads efforts to drive ticket sales and/or registrations
 - Leads budget management for events, includes submitting growth projections annually and expense budget needs
- Leads community giveback campaigns for West Tennessee
 - Responsible for managing all aspects of the campaign, including but not limited to marketing, email communication, logistics, vendors, volunteer needs, etc.
 - Collaborates with residential and community-based staff to implement the campaign
 - Communicates with donors and partners
 - Leads sponsorships efforts
 - Responsible for identifying, soliciting and securing in-kind and monetary donations
 - Leads budget management for campaigns, includes submitting growth projections annually and expense budget needs
- Leads third party events for West Tennessee
 - Serves as relationship manager for third party fundraisers
 - Assists with marketing and donation material needs for third party events/givebacks
 - Attends third party fundraisers and represents Youth Villages
- Collaborates and strategizes with the Development Director, Assistant Director of Development and other members of the development team on donor and prospect management identifying new and existing partners/organizations to target for partnerships
- Coordinates donor and prospect engagement activities with new and existing partners including creating proposals, securing and attending partner meetings, setting up tours, coordinating volunteer engagement activities, etc.
- Collaborate with the Development Director, Assistant Director of Development and other members of the development team on marketing and communications efforts
- Assists Volunteer and Donor Engagement Coordinator on volunteer activities when needed

Salary

\$50,000 - \$55,000

Requirements

- Bachelor's degree required
- 1-3 years of experience in fundraising, event management, sales or related field
- Working knowledge of Excel, Word, Outlook
- Ability to adopt new software tools quickly and effectively (with proper training)

- Ability to manage tight deadlines and fluctuating workload
- Excellent attention to detail, organizational and multi-tasking skills
- Ability to prioritize competing demands
- Proactive problem-solver who shows initiative and shares ideas
- Ability to work independently and as part of a team
- Ability to lead and train staff, students, and volunteers
- Ability to create, compose and edit written materials
- Excellent written, verbal, and oral skills
- Strong relationship building skills (experience working with volunteer and/or community groups preferred)
- Experience with relational databases
- Experience with prospect research
- Occasional day travel within WTN (must have a car)
- Occasional night and weekend availability required for job related events

Benefits

- Medical, Dental, Prescription Drug Coverage and Vision
- 401(k)
- 2 weeks paid vacation
- 12 paid sick days per year
- 11 paid holidays
- Paid Parental Leave
- Mileage & Cell Phone Reimbursement (when applicable)
- Tuition reimbursement and licensure supervision
- Growth & development through continuous training
- Clinical and administrative advancement opportunities

Youth Villages is an equal opportunity employer and 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.

Youth Villages is committed to not only advancing diversity, equity, and inclusion in the workplace but also in our work with children and young adults. We know that children, families and young people of color can face inequity in child welfare and justice systems, and we train our employees to build the skills they need to work with the communities that we serve, as well as, other employees from different cultures and backgrounds. Youth Villages is opposed to racism in any of its forms and is committed to inclusion, equity, and diversity. We believe that respect for each other is crucial in the work that we do each day.