

**GIV Development Director
Job Description - July 2021**

Position Overview

The Governor's Institutes of Vermont (GIV) seeks an experienced, organized, and dynamic Development Director to join our team!

GIV is a 501(c)3 nonprofit serving hundreds of Vermont high school students each year, providing intensive summer enrichment programs on college campuses, focused on topics ranging from the Arts to Environmental Science to Technology & Design. Up to 30 years later, 88% of our alumni report that their time at GIV was one of the most important experiences of their teenage years. To learn more, please visit our website: <https://giv.org>

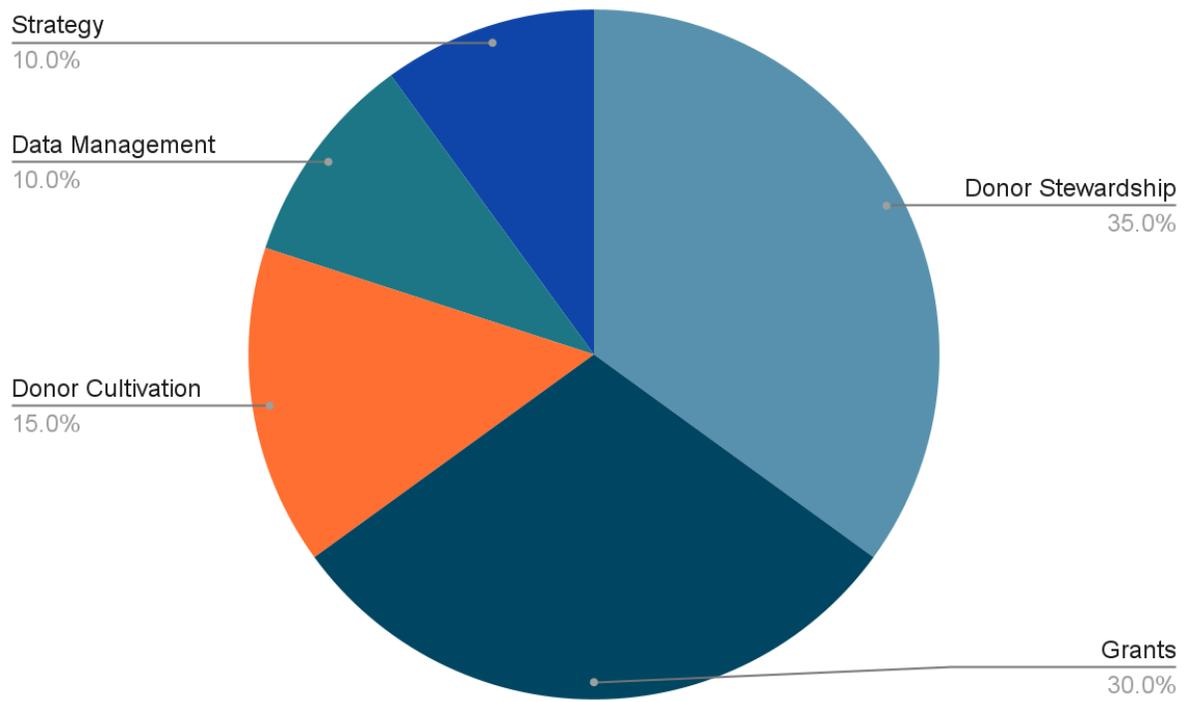
Fundraising success will help us reach more motivated students from all backgrounds, and further our commitment to financial accessibility so that any family can afford these world-class experiences.

We are a "small shop," as they say, and are seeking someone who is comfortable with many facets of development. This role is new to GIV, and will be both strategic and tactical - you will write grants, track data, process donations, and make strategic decisions, while identifying, cultivating, and stewarding donors with excellent interpersonal skills. This person will maintain and strengthen our base of individual, foundation, and corporate donors, as well as identify and pursue new opportunities, such as the expansion of alumni giving.

This role has responsibility for our annual giving campaign. We raise approximately 60% of our budget outside of state funds and tuition. In a typical year we run 8-10 in-person programs in the summer, and our budget is around \$1.3 million. We have 5 other full-time employees, and more than 100 people join each summer to staff our Institutes. This is the only position dedicated to Development, but the Executive Director and others are able to offer some support.

If you believe in inspiring and empowering young people, we'd like to hear from you! The ideal candidate will be friendly, organized, persistent, strategic, goal-driven, creative, and have a sense of humor.

Primary Responsibilities



- **Finalize Development Plan** with Executive Director, and continually serve as a strategic partner for fundraising as it relates to the organization's vision
- **Steward existing donors**, including individuals, foundations, and corporations
- **Partner with the Executive Director to report to legislators** re: our state funding
- **Identify and cultivate relationships with potential donors**, particularly major donors
- **Oversee the grants calendar and process**, including identifying new opportunities, writing grant proposals and project budgets, writing reports, and stewarding funders
- **Process donations and keep excellent database records** (Little Green Light)
- **Set goals and move new opportunities forward** (e.g. expanding alumni giving, Giving Tuesday, and online/monthly giving)
- **Work with the Outreach & Communications Manager to develop and produce a communications calendar** which aligns fundraising and outreach goals
- **Work with the Development Committee** to coordinate trustee volunteers and occasional events

Qualifications:

The ideal candidate has....

- A love for GIV's mission, and an investment in young people and their dreams
- A commitment to ensuring that opportunities like these are accessible to all young Vermonters
- Strong organizational skills
- Strong interpersonal skills (sales / customer service background a plus)
- Strong writing and editing skills
- Strong data analysis skills, and an interest in using data to drive strategic decisions
- Experience with grants, including writing, project budgets, reporting, and stewardship
- Facility with software; we use Little Green Light, Google Suite, Constant Contact, and Microsoft Access
- An interest in implementing modern platforms for fundraising, with the goal of incorporating a digitally-savvy audience
- Awareness of fundraising best practices and trends
- Awareness of Vermont's specific fundraising landscape
- The ability to give and receive thoughtful feedback
- The ability to work independently, as well as collaboratively with our small team
- A sense of humor!

Compensation & Work Environment

Salary range: \$65,000-75,000 annually

- This position is full-time, and will involve some travel around Vermont to meet with current and prospective donors, and occasional evening events for visibility.
- We are open to hybrid and flexible work schedules. Our office is in Winooski, VT, and is accessible to people using wheelchairs; you are welcome there as often as you like. We ask that you commit to at least one day/week in the office with the team. Everyone on our small team is vaccinated against COVID-19, and we ask that you be as well.
- The person in this role will report to the Executive Director.

Benefits include:

- 10 paid holidays per year
- Generous paid time off, increasing with length of service (5 days after 1 month, 20 days after 6 months, 30 days after 2 years)
- Although GIV is exempt from Family and Medical Leave Act mandates due to its small size, we recognize the importance of family and strive to accommodate family needs whenever possible. Once an employee has met a certain length of service, we offer up to 12 weeks of unpaid leave related to a new child or an illness, and up to 2 weeks

related to a death in the family. We are happy to share more details during the interview process.

- Quarterly \$1000 contribution to an employee-directed plan similar to a cafeteria plan. Employees can apply the contribution towards a choice of benefits from an approved list, include qualifying pretax health and dependent care benefits, and non-pretax benefits developed in response to employee requests.
- SIMPLE IRA with employer match up to 3% of annual salary
- Professional development opportunities

GIV is an equal opportunity employer. We value a diverse workforce and an inclusive office culture. We strongly encourage applications from all qualified individuals without regard to national origin, race, ancestry, color, ethnicity, age, gender identity or expression, marital status, medical condition, mental or physical disability, religious creed, or sexual orientation.

How to Apply

Please send PDFs of your resume and cover letter, with SUBJECT: Development Director, to: jobs@giv.org In your letter, please let us know how you found out about this role.

Applications will be accepted on a rolling basis until the position is filled, at which time we will remove the announcement from our website at <https://giv.org/about-us/jobs>

If we are interested in moving forward with your application, we will schedule an interview. We will ask you to do a writing sample for us in the interview process.

Start date is flexible, but we aim to have someone in this role by September 15.

Questions? Please email jobs@giv.org