



## Aspen Youth Center

**Position: Program and Development Manager**

**Category: Full-time/Salary (on occasion, job duties may exceed 40 hours during a particular week)**

**Salary: \$65,000-\$75,000 dependent on experience plus benefits package**

**Reports to: Executive Director**

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### **Job Description Overview:**

Under the direction of the Executive Director, the Program and Development Manager is responsible for developing and implementing the operational facets of the programs, clubs, and activities at Aspen Youth Center. This position is also responsible for fostering public awareness of, and cultivating financial support for, the programs and services offered by AYC. This will include fundraising through events, grants, and individual relationships in the community and beyond. AYC's fundraising strategy includes, but is not limited to, research, acquisition, and stewardship of new donors; management of annual giving programs; research and solicitation of corporate and foundation support; grant research and applications; and event management and organization. This individual must work well as a team member and be successful in establishing strong and productive relationships with AYC's many constituencies (directors, staff, donors, partners, AYC youth and families, and the general public) in a manner that fosters trust, commitment and a shared mission. This position requires a creative, detail-oriented individual who is an outgoing, confident, and persuasive communicator with excellent writing and effective listening skills. Additionally, this position requires an individual who supports AYC's mission and who understands and believes in the nature of nonprofit work.

### **Description of Duties:**

#### **Program Development and Implementation:**

- Develop and implement innovative, creative, and exciting age-appropriate programs for youth in grades 4-12;
- Develop supportive working relationships with community youth organizations, the city recreation department and school personnel;
- Develop positive relationships with youth in grades 4-12 who use AYC's services;
- Connect with youth visitors to AYC in positive and appropriate manner;
- Create, develop, and implement a recruitment plan for students who are potential users of AYC services;
- Create, develop, and implement the AYC Middle School Program;
- Maintain communication with ED about development and/or implementation of programs and activities;
- Plan, schedule, and manage, and lead the Summer Field Trip Program including the AYC Bucks program;
- Plan, schedule, manage, and lead the Community Crusaders Program;
- Implement evaluation of programs and activities;
- Support management of the KidTrax database;
- Research and execute grants related to programs alongside the Executive Director;
- Maintain appropriate and timely communication with parents of AYC youth as necessary;
- Act as a role-model and mentor for youth visitors to AYC.

#### **Supervision and Maintenance of Facility:**

- As needed, supervise game room, gym, computer lab, kitchen, tv room, high school room during open hours;
- Assist with the management of equipment and supply inventory;
- Complete any and all duties that may be required for the successful operation of the AYC;
- Train and supervise Youth staff alongside the Program and Development Coordinator;
- Ensure that AYC facility is returned to presentable condition after each use;
- Maintain building security during on-duty hours.

#### **Organizational Duties – Events, Fundraising and Marketing**

- Alongside the Executive Director, manage individual donor relationships, including major gifts, by developing numerous efficient and compelling specialized opportunities for donors to give their support while at the same time making those experiences satisfying and rewarding for them through donor recognition.
- Oversee management of donor database (NEONCRM);

- Create and implement a strategy to significantly increase donations from individuals, including production of major donor solicitations/support materials.
- Assist in developing Board fundraising, including but not limited to prospect identification and solicitation.
- Alongside the Executive Director, research, identify and write grant proposals and reports to corporate, foundation and government funders, including researching and identifying new public and private grant sources.
- Assist in event planning for promotional and fundraising events to maximize outreach to current and new donors for event participation, create opportunities for corporate sponsorships, and raise funds through events.

**Other:**

- Serve as an ambassador for Aspen Youth Center throughout the community.
- Be prepared to answer questions about current programs and activities and be familiar with the history of AYC.
- As directed, participate in organizational activities such as staff meetings, board meetings, promotional events, etc.
- Complete any and all duties that may be required for the successful operation of AYC.

**Required Qualifications:**

- Bachelor’s Degree from an accredited 4-year college or university;
- Three years’ experience working directly with children and/or teens in grades 4-12;
- A deep appreciation for children and teens and enjoys working with them on a daily basis;
- Self-motivated, able to work independently with indirect supervision;
- Strong organizational and time management skills and the ability to demonstrate flexibility in dealing with a variety of tasks on a daily basis;
- Experience supervising staff, volunteers, and/or interns;
- Ability to deal effectively with ambiguity of tasks;
- Ability to take initiative and see what needs to be done and do it;
- Strong written and oral communication skills;
- Ability to be productive in an open and collaborative work environment;
- Willingness and ability to work occasional Friday evenings (until 9:00pm) during the school-year (3-4 max);
- Willingness and ability to work flexible hours and days, including some weekends, as needed for fundraising events, meetings, facility rentals, and overnight youth programs;
- Ability to present oneself in a highly professional manner and act as an ambassador for Aspen Youth Center;
- Ability to safely drive an 12-passenger rental van/SUV with youth on board;
- Strong computer skills – Microsoft Word, Canva, Excel, database, etc.;
- Be of good moral character as determined by a thorough background investigation;
- Be a U.S. citizen or permanent alien resident;
- A strong sense of humor.

**Preferred Qualifications**

- Experience working with a non-profit organization;
- Experience working collaboratively with community organizations, schools, and other stakeholders;
- Fluency or comprehension of Spanish language;
- Working knowledge of child/adolescent development, family dynamics, etc.;
- Website management skills;
- Knowledge of social media (facebook, Twitter, etc.) as marketing tools;
- Experience with Constant Contact.

**Benefits**

- Competitive wage, commensurate with experience from \$65,000-\$75,000 DOE
- Benefits: health insurance, partial vision, partial dental, 15 days paid vacation time, 12 paid personal days, 9-11 paid holidays, \$2,000 wellness benefit, gym membership, retirement, professional development.
- Opportunity to work in a fun, fast-paced working environment with dedicated professionals.

Aspen Youth Center is dedicated to providing a safe and supportive place where youth connect, learn, and grow during their out of school hours, free of charge. ASPEN YOUTH CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.

It is the policy of Aspen Youth Center to provide equal employment opportunities for all qualified persons, regardless of race, color, religion, gender, national origin, age, sexual orientation, or disability.