

LY Executive Director Advert

Position: Executive Director

Organization: Loudoun Youth Inc.

Location: Loudoun County, VA

Date posted: 10/15/2008

Loudoun Youth Inc. (LY) is a private, non-profit organization dedicated to support the Loudoun Youth Initiative (www.loudounteens.org), coordinate community resources to assist in the development of youth programs and leadership opportunities.

LY seeks an energetic, experienced leader to serve as Executive Director. This highly visible and hands on executive will be responsible for the leadership, management and growth within LY.

Responsibilities include:

Management

- ♦ Develop, implement and monitor the annual budget and work plan, including fundraising, grant programs, education programs, support services, leadership development and volunteer recruitment
- ♦ Provide leadership, management and training for staff and volunteers

Revenue Growth

- ♦ Create and implement strategies to meet fundraising goals through special events, major gifts, and grants
- ♦ Assist in cultivation and stewardship of major donors
- ♦ Research and identify new major gift/donor prospects

Board and Volunteer Development

- ♦ Develop and maintain excellent relationships with Chairman of the Board and board members
- ♦ Assists with board communications
- ♦ Maintains database
- ♦ Assist volunteers with goals and objectives and implementing activities and fundraising events

The ideal candidate will have a BA/BS degree and a minimum of 2-5 years experience in non-profits; previous experience as an Executive Director is a plus, but not required. Strong candidates will have a proven track record in fundraising, major gifts, special events and the ability to foster community partnerships. This position requires strong written and oral communication skills and proficiency with MS Office, Raisers Edge a plus. This is an annual contractual position, 20 hours per week, competitive salary available. Goal will be to grow position into full time. Position will be initially home-based with regular reporting to the Board of Directors. This position is based in Loudoun County.

Please send resume & salary requirements to

jobs@loudounyouth.org

LY is an Equal Opportunity Employer.