



Take action
Build community
Work & learn
With the land



**VERMONT
YOUTH
CONSERVATION
CORPS**

DIRECTOR OF DEVELOPMENT & COMMUNITY ENGAGEMENT

Position Overview:

Vermont Youth Conservation Corps (VYCC) has a profound impact on the lives of young people and a positive influence on the communities where our crews work and learn. As we enter our 40th year, the Director will be joining VYCC at an exciting time of growth, increased organizational impact, and program expansion. This position is a tremendous opportunity to make a real and lasting difference in both Vermont and the lives of young adults.

The organization is funded by a combination of fee-for-service, education & training, and philanthropic funds. The Director oversees all organizational efforts to secure philanthropic gifts, including the annual fund, alumni and parent campaigns, planned giving, major gifts, and capital campaigns. In partnership with the Executive Directors, the Director sets annual and capacity-building goals, and oversees the strategy and execution of donor relations, gift procurement, appeals, fundraising events, grants, and the management of data and gift processing systems.

VYCC pursues a multi-faceted fundraising strategy that centers on strong and authentic relationship development with individuals, corporations, and foundations. The Director provides coordination, support, and strategy to the Co-Executive Directors in their roles as primary donor relationship holders and solicitors, as well as maintaining their own portfolio of mid-level donors. The Director supervises a Development Manager and Coordinator and collaborates closely with all staff on a number of organizational and fundraising initiatives.

Essential Functions:

Fundraising

- Lead VYCC effort to set and meet annual fundraising goals.
- Collaborate closely with Co-Executive Directors, board members, and development staff in stewarding and retaining donors, inspiring existing donors to increase their giving, and measurably growing the donor base each year.
- Refresh and implement an annual development plan that incorporates short- and long- range goals and specific metrics to be tracked.
- Lead and track individual donor stewardship, including a significant personal portfolio of donors and prospects as well as those assigned to Executive Directors. Support the Executive Directors' donor engagement and carry out regular face-to-face solicitations and other direct engagement with donors and prospects.
- In partnership with colleagues, identify new foundation and corporate funding opportunities, steward existing funders, prepare and submit applications, and ensure reporting requirements are met.
- Lead and grow VYCC's planned giving program to secure bequests and other planned gifts, with a focus on growing the endowment.

- Oversee the planning and management of strategic cultivation and stewardship events.
- Lead strategy, messaging, and writing of direct mail and email/social media appeals.
- Collaborate with the Co-Executive Directors and outside counsel to support VYCC's current capital campaign (2025/2026).

Community Engagement and Capacity Building

- Identify and articulate stories that strengthen the VYCC brand, convey the importance and impact of VYCC, and raise visibility for the organization.
- Oversee social media strategy and coordinate colleague efforts to maintain a strong digital presence
- Collaborate across departments to forge strong and authentic relationships with participants, alumni, community members to facilitate connection to, and support of, VYCC.
- Strengthen department operations and data management systems; establish key metrics to strategically leverage organizational resources.

Departmental and Organizational Leadership

- Contribute to a positive work culture with a focus on collaboration, innovation, mission, and impact.
- Support and supervise members of the Engagement team, including the current Development Manager and a Development Coordinator (position to be added in 2025).
- Contribute as an integral member of VYCC's Leadership Team of Directors and Officers.
- Create and manage annual budget and expenses related to Development and Marketing
- Participate in Development and Campaign committees, attend board meetings and provide reports and updates as needed.

MINIMUM QUALIFICATIONS

The successful candidate will possess an entrepreneurial drive, growth mindset, and passion for the VYCC mission. They will bring a global perspective and a demonstrated ability to lead a fundraising team capable of producing significant sustained growth.

- At least five years of experience in overseeing development and fundraising operations for a grant and donor-funded nonprofit organization. Knowledge of the Vermont philanthropic community is a big plus.
- Skill, desire, and enjoyment in working with supporters and donors to solicit resources
- Strong interpersonal skills and ease working with donors, volunteers, and staff. Demonstrated ability to motivate, lead, and collaborate with colleagues in a positive, team-oriented approach.
- Ability to develop strategic and compelling messaging for multiple target audiences through a variety of media
- Proficiency with digital communications platforms include email marketing, social media, and websites
- Excellent computer skills, particularly CRM/donor management platforms, and willingness to learn new systems. Experience with Raiser's Edge and wealth screening software is a plus.
- Exceptional time management, organizational skills, and attention to detail
- Demonstrated commitment to advancing diversity, equity and inclusion.
- Valid driver's license and reliable transportation

About VYCC's Culture, Workplace, and Compensation:

Our Workplace

This position is based out of the Vermont Youth Conservation Corps campus in Richmond, VT. Our open office offers staff opportunities to interact and collaborate. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization.

Compensation & Benefits:

Position Status: Full-time, Year-Round, Exempt

Department: Engagement - **Reports to:** Executive Director

- Starting salary for this position is \$85,000, commensurate with experience. Exempt from overtime
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance
- Simple IRA with matching contribution (once eligibility criteria are met)
- Annual paid time off (PTO), paid sick time
- One-week paid closure in November for all staff (in addition to PTO)
- Ongoing professional development
- Annual gift card to the VYCC farmstand (organic produce and eggs)

How to Apply

VYCC is partnering with McArdle & Associates to recruit for this position. Confidential inquiries may be directed to Scott McArdle at scott@scottmcardle.com. For a full job description and application materials, visit [Positions - Vermont Youth Conservation Corps \(vycc.org\)](https://www.vycc.org). No calls, please. Position is open until filled, applications will be reviewed once they are received.

Equal Opportunity at VYCC :

Don't think you meet all of the requirements for the position? Please apply anyway! VYCC is dedicated to building an inclusive, diverse, equitable, and accessible work environment that fosters a sense of belonging. You may be just the right candidate for this role or another one of our openings! VYCC is proud to be an Equal Opportunity Employer.