



Building Committed Community for Young People to Learn, Grow & Thrive

EMPLOYMENT OPPORTUNITY

Director of Development

- Position Status: Full time and at will.
- Closing Date: Position open until filled.
- Salary & Benefits: Annual salary of \$80-85K, based on experience; benefits include health insurance, dental plan, paid time off, and retirement plan.
- Job Location: On average (approximately) per week, work 28 hours remotely and 12 hours in person in the field, usually at various locations in central Prince George's County between Hyattsville and Largo.
- Work Schedule: Core hours are generally 10:00 a.m. – 4:00 p.m. Monday – Friday, with 10 or so flex hours per week, including occasional evening and weekend hours, determined by specific needs and circumstances.

VineCorps:

VineCorps is a comprehensive youth development organization that builds neighborhood hubs of connection, action, and growth for teens in under-served areas of Prince George's County, Maryland. Working closely with youth who contend with challenging circumstances such as low household income, undocumented or uncertain immigration status, English language learning, first-generation college attainment, learning differences, prejudice and discrimination, and others, VineCorps bridges opportunity gaps by fostering healthy learning communities of tailored activities, transformative experiences, and useful tools for young people to grow and thrive in school, at work, and in life.

Running year-round, weekly out-of-school time programming since 2011, VineCorps offers educational enrichment, academic support, family assistance, pathways to high-quality employment, service learning, outdoor adventure, and other crucial life experiences beyond the classroom — all with relentless encouragement. VineCorps welcomes and challenges young people to come together, explore, contribute, serve, make the most of good opportunities, navigate transitions, take the right risks, own responsibility, work through setbacks, heal in community, and realize their own unique potential.

Through all our activities, VineCorps young people cultivate a radical sense of belonging by weaving their lives with connectedness, specifically: (1) close relationships with caring people, (2) active participation in community life, (3) exploration of identity, heritage, and purpose as a meaningful part of something larger than oneself, and (4) extensive networks of accessible support. Together, our youth build mutual support systems capable of meeting needs, overcoming obstacles, and achieving goals that they personally identify.

"Now and always, we begin again." — VineCorps Motto, from Benedictine tradition

The Role:

The Director of Development, reporting to and working closely on the leadership team with the Co-Executive Directors, will be responsible for envisioning, developing, managing, and executing a comprehensive organizational development plan through a period of expansion. VineCorps is a small but mighty organization undergoing rapid growth, and the Director of Development will be the first person in this role full time. Accordingly, it requires someone with a firm grasp of all core components of organizational development, which include:

- *Generating income* through a range of earned revenue streams and well-integrated fundraising programs.
- Soliciting, cultivating, and managing all *resource-bearing relationships* such as donors, volunteers, partnerships, and in-kind and pro bono providers.
- Crafting and coordinating *communications*.
- Establishing and improving the various functional systems such as database and other record keeping that comprise *organizational infrastructure*.
- Planning, tracking, and reporting *financial information* through budgets and other tools.
- Understanding and supporting healthy *management and governance dynamics*.

All the while, the Director of Development must recognize and ensure that at VineCorps, community is not primarily a tool that supports our organization; rather, the organization is primarily a tool that supports our community — with, among, and for young people and their families. The underlying, guiding agenda is always the health, wellbeing, and long-term best interest of our circles of community and all those involved. By adhering to and growing in this approach, VineCorps aims to become a leading regional youth development resource.

Duties and Responsibilities:

Together with the Co-Executive Directors, the Director of Development will discern and articulate a compelling vision of VineCorps' overall growth and organizational development, and guide and empower stakeholders to contribute to it in their respective roles and enact it in day-to-day decisions. The central responsibility of the Director of Development will be to devise, implement, manage, and evolve VineCorps' annual organizational development plan to grow resources for, and in alignment with, VineCorps' mission: to build authentic, intentional community with and for young people — a place to be known, be loved, and belong — that is uniquely designed to support teens and young adults as they learn, grow, and thrive. Inherent duties include the following:

Income Generation —

- Develop and implement creative plan to manage and expand contributed income from individuals, government agencies, charitable foundations, and businesses.
- Develop and implement creative plan to manage and expand earned revenue with PGCPs and other county and municipal government contracting opportunities.
- Grant writing, reporting, and research, as well as contract management.

- Cultivate individual giving through seasonal appeal campaigns, major gift requests, and donor prospecting, stewardship, and appreciation.
- Coordinate an annual community-wide event that exhibits and leverages VineCorps Familia efforts and accomplishments.
- Determine additional events to support program, organization, and community goals.
- Cultivate relationships with Board of Directors to support their development efforts.
- Explore creative, atypical ways to generate supplemental funding streams.
- Provide strategic direction, tactical management, and hands-on work for all earned revenue and contributed income initiatives.

Resource Relationships —

- Develop and implement creative plan to manage and expand VineCorps' volunteer pool, partner network, and in-kind and pro bono providers.
- For all VineCorps supporters — board members, donors, volunteers, partners, client agencies, other providers — develop systems to routinely express gratitude, energize connections, broaden relationships, deepen engagement, and utilize existing networks to expand sources of support and integrate them into the VineCorps Familia community.
- Provide cooperative spirit, strategic direction, tactical management, and hand-on work for all resource relationship routines and initiatives.

Communication Coordination —

- Work with Co-Executive Directors to create and collect telling narratives, images, and data that articulate a compelling case for joining and supporting our VineCorps Familia and position VineCorps as a premier guiding voice on youth development matters.
- Coordinate other organizational communications, including with membership to make sure all are kept well-informed and current, as well as with the wider community to elevate VineCorps' visibility and presence.
- Systematize, supervise, edit, write, design, and update outward-facing materials such as website, social media, seasonal appeals, thank you letters, invitations, follow-up responses, annual report, etc.

Organizational Infrastructure —

- Develop proficiency in utilizing, customizing, and enhancing the functionality of VineCorps' new Salesforce CRM database system for a growing range of VineCorps data purposes.
- Systematize, supervise, and perform data entry, including, in particular, processing contributions promptly and accurately.
- Assist with the integration into the database system of evaluation data collection, processing, and reporting.
- Help identify and address further organizational needs and opportunities for new or improved systems and structures.

Financial Information —

- Establish and monitor earned revenue and contributed income goals and budgets.
- Provide regular cash flow projections, financial reports, and recommendations regarding development initiatives and progress.
- Manage the development budget.

Management & Governance —

- Participate in overall management and navigation of the organization as a leadership team member and actively engage in VineCorps programming, taking full responsibility for making sure things go well.
- Guide and support board development and expansion; prepare board materials and facilitate board communication, becoming a trusted partner to the board of directors.
- Participate in strategic planning and VineCorps' ongoing iterative cycle of planning, executing, assessing, and evaluating to grow in ways that enhance youth experience and improve program impact.
- Work to notice, bridge, and heal any unhealthy social divides or interpersonal conflicts.
- Discern and perform other related duties as needed.

Key Qualifications:

Being the first full-time Director of Development for a small community-based organization providing intensive programming amid rapid growth requires some unique qualities. Chief among them is a deep excitement at the prospect of discerning and defining — with caring support and guidance from the Co-Executive Directors — the right mix of significant aspects of the role while on the job. The capacity to experience more satisfaction and gratitude than stress and frustration in this “building the plane while flying it” sensation entails the following:

- Strong flexibility and high comfort level with ambiguity and uncertainty.
- Enjoyment in being a persistent learner and a jack-of-all-development-trades generalist (and master of whichever few trades that circumstances most demand).
- Keen prioritizing and judgement, with a perspicacious sense of taking hold and letting go.
- Caring about the details that make the difference between good and great without letting the perfect become the enemy of the good.
- Enthusiastic desire to co-create and build out an organization primed to re-envision community and youth engagement.
- Being a “mission-driven” team player eager to figure it out and get the job done.

VineCorps youth periodically go whitewater rafting, and it seems an apt metaphor: putting into a wild river full of rapids that is perpetually changing, and relying on the buoyancy of small boats and minimal guides to get a group of people — who each have a paddle but don't at first know how to navigate by paddling together — downstream to a calm eddy and firm landing, all while accepting that at times along the journey, anyone can be knocked out of a boat and boats may be knocked upside down. An enthusiastic, unqualified response to such dynamics along the lines of, “Sounds fun and rewarding!” is probably an essential prerequisite to be a good fit

for this Director of Development position. Additional qualifications include the following:

Experience —

- A demonstrably successful record of four (4) or more years of progressively responsible experience in nonprofit fundraising and development, required.
- Familiarity and connections with the regional philanthropic community, preferred.
- Leadership experience in serious team or intentional community environments that practice shared servant leadership, consensus decision-making, mutual caring accountability, and holistic, restorative routines as essential principles, preferred.
- Experience with Salesforce CRM database systems and Wix website builder, preferred.
- Professional or personal experience in a youth development organization, preferred.
- Experience with government contracting and grants in Prince George's County, the State of Maryland, and/or local municipalities, a plus.

Skills —

- Excellent, intuitive interpersonal, relationship-management, and teambuilding skills, with understanding and respectfulness to readily engage VineCorps' full range of stakeholders.
- Entirely dependable meeting commitments, following through, and working independently.
- Highly organized, with masterful project management skills and strong attention to detail.
- Accomplished and versatile writer, with creative ability to enhance storytelling with images, data, and quotations, as well as inspirational in-person communication skills.
- Adept capacity to identify problems, recognize opportunities, and creatively devise and apply practical solutions.

Qualities —

- Exceptionally open, curious, insightful, patient, and responsive while bringing great initiative, creativity, and determination to a collaborative, evolving environment.
- Communicative and charismatic disposition that others find energizing and inspiring.
- Commitment to shared leadership, reflective group discernment, mutual accountability, social justice, antiracism, and nonviolent conflict resolution.
- Passionate belief in the value of positive youth development and committed community.
- Joy in building multicultural community, bridging entrenched divides, and playful fun!

Are You Excited? So Are We! To Apply:

- Email to chris@vinecorps.org and diana@vinecorps.org (1) a **resume** detailing your relevant education and work history, (2) a **cover letter** sharing why you're interested in this position, and (3) **one or two items you have created** in your development work, at least one of **which involves substantial writing** (the other can be differently creative). All related inquiries should also be directed to chris@vinecorps.org.
- Equal Opportunity Employer: All qualified candidates receive due consideration without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, personal appearance, family responsibilities, matriculation, disability, or political affiliation.