

Position Description

FULL TITLE: Director, Development

SUPERVISOR: COO

PURPOSE: The Director of Development will lead corporate and institutional revenue development activities, in alignment with the Forum's strategic objectives and business priorities. The Director will be responsible for developing, cultivating, and managing a pipeline of current and prospective funding prospects, focused primarily on philanthropic and corporate funders. The Director will lead much of the Forum's Funding & Partnerships workstream within the framework of the strategic plan. The Director reports directly to the Chief Operating Officer (COO) and works with executive leaders and the Board of Directors to develop strategies in multiple fundraising channels, including major and mid-level grants, foundation and corporate giving, and event sponsorships.

Position Responsibilities

Leadership & Development Strategy

- Provide vision and direct to build a strategy to develop strong, sustainable, and - where appropriate - expanding pipelines of grant-based donors for Forum programs and initiatives.
- Analyze Forum funding trends to identify opportunities for increased funding and areas in need.
- Conduct research to identify funding opportunities with foundations and community-based funding organizations.
- Track and monitor organization-wide corporate and institutional revenue goals in collaboration with the COO & VP Finance and provide recommendations for annual budget development.
- Conduct internal education to help Forum staff identify projects ripe for funding and collaborate in developing project and program work plans that are aligned to strategic objectives and grant ready.

Institutional Funding

- Author compelling grant proposals
- Lead the grant reporting process including soliciting appropriate levels of programmatic staff, finance staff, and organization leadership input in a timely and efficient manner.
- Partner with the COO, the VP of Finance, and business unit and project leaders to provide oversight of the proposal development process.
- Cultivate, manage, and maintain relationships with existing organizational funders and stakeholders through targeted and strategic outreach and stewardship.



- Identify and pursue relationships with potential funders.

Event Fundraising

- In partnership with the Events Manager, COO, CEO and other senior leadership, develop and lead the corporate sponsorship strategy for the 2026 National Conference, aiming for the event to achieve a revenue-neutral outcome or better
- Explore opportunities for sponsorship of ongoing training events.

Development Communications

- Collaborate with the Director, Communications and programmatic staff to create compelling collateral such as one pagers, blog posts, case studies, impact reports, social media campaigns etc. that effectively convey the organization's mission and work across units.
- Partner with program staff to effectively share their expertise, vision, and impact with donors.
- In collaboration with Director, Communications and appropriate programmatic staff, develop creative and mission-centric fundraising messaging that articulates the unique role and impact of the Forum's work.
- Work with Communications staff to launch fundraising campaigns and donor updates across digital channels, highlighting the Forum's role in supporting youth development systems nationwide.

Qualifications

- 6-8 years of nonprofit development experience.
- Proven ability to create and implement successful development strategies.
- Demonstrable experience as a fundraising generalist, with hands-on practice at institutional giving/grant writing, major gifts, corporate partnership building, special events, and online giving campaigns.
- Experience working with professionals at varying levels and strong relationship-building and communications skills.
- Ability to be creative with attention to detail and proven ability to work with an entrepreneurial spirit.
- Experience working in youth development, education, and/or workforce development preferred.
- Proactive in recognizing needs and opportunities and taking initiative to work toward solutions.
- Excited to propose fresh ideas without prompting by leadership, open to feedback on those ideas, and persistent enough to bring them to life
- Commitment to continuous learning and development; keeping pace with the philanthropic environment and best practices.



This is not an exhaustive list of all responsibilities, duties, skills, efforts, or requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and the Forum may exercise its employment-at-will rights at any time.

Working Environment & Location

Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure during a key inflection point in the organization’s development. Occasional travel is expected for in-person team meetings and client/partner meetings (estimated 5-15% time). This is a hybrid role, with a preference for candidates in the Washington, DC area.

Compensation & Benefits

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a)(1) of the Fair Labor Standards Act and therefore qualifies as an “exempt” position. The starting salary for this position is between \$95,000 and \$115,000 based upon knowledge, skills, experience, and geographic location, with a comprehensive benefits package.

The Forum’s benefits include health, dental, and vision insurance, with the Forum covering 90% of the employee’s premium and 80% for spouse and children. Health and Dependent Care FSAs are also available. The Forum provides access to a 403b that staff can contribute to upon hiring and the Forum contributes 3% after 3 months of service.

To Apply

Interested candidates should submit a cover letter, resume, and three references in a single PDF to jobs@forumfyi.org. Include “Director, Development” in the subject of email. Applicants will be asked for a writing sample in later rounds of interviews. The position is open until filled, although applicants are encouraged to apply as early as possible. No phone calls or email inquiries please.

**

The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.