



Position Title: Vice President of Development and Donor Relations

Reports To: Chief Executive Officer

Job Location: EUSA National Office (Golden, CO)

Classification: Full-time, Exempt

Salary Range: \$80,000-\$120,000, commensurate with experience

Organization Description: Elevate USA is a registered 501(c)3 organization whose mission is to build long-term, life-changing relationships with youth, equipping them to thrive and contribute to their community. We utilize a unique, holistic approach with full-time, salaried teacher-mentors who provide year-round programming in four key areas: accredited classes, mentoring, adventure experiences, and college & career readiness. Elevate USA launches and supports affiliates across the US that are committed to the program model and mission.

Job Description

Job Summary: The Director of Fund Development will execute a comprehensive fundraising strategy. This position's primary responsibility will be to develop effective systems and processes to diversify EUSA's revenue streams and broaden our current donor base. The Director of Fund Development furthers EUSA's mission through annual giving strategy and execution, strengthening donor relationships, hosting fundraising events, and contributing to the organization's year-over-year increase and diversification of revenue goals.

Core Responsibilities:

- **Strategic Fundraising Leadership:** Execute on a long-term fundraising strategy, helping the CEO drive revenue stream diversification. Exceed annual fundraising goals and steward current donor relationships.
- **Donor Stewardship:** Build processes and systems for effective donor engagement including managing EUSA's CRM Bloomerang. Build and manage a donor engagement funnel that increases the number of new donors.

- **Communications & Storytelling:** Collaborate with the marketing team to craft powerful narratives for annual appeals, events, and digital campaigns.
- **Fundraising Event Management:** Lead the planning and execution of major fundraising events. Represent EUSA at community events, conferences, and public speaking engagements to increase brand visibility.
- **Corporate Sponsorships:** Lead the planning and execution of a corporate sponsorship strategy.

Required Skills/Abilities:

- **Strategic Mindset:** Ability to see the big picture while managing the fine details for a donor database and a development budget.
- **Self-Starter:** Pursues and develops relationships with donors, sponsors, and foundations and manages time and priorities effectively to achieve development targets.
- **Communication:** Ability to explain complex social issues with clarity and heart in both written and presentation settings.
- **Interpersonal Skills:** Excellent verbal and written communication skills. Must be a strong relationship builder, capable of engaging effectively with high-capacity individuals, community partners, and event audiences.
- **Collaborative:** Skilled at working across teams and engaging stakeholders.
- **Mission Alignment:** A passion for youth development, mentorship, and the mission and values of Elevate USA.

Education and Experience:

- Bachelor's degree in a relevant field required.
- A minimum of 5-7 years of experience in nonprofit development, sales, or fundraising, with 2-3 years in a leadership role within a non-profit organization preferred.
- Proficiency in donor software and CRM databases (e.g. Salesforce, Bloomerang) and high proficiency in the Microsoft Office Suite and Google Workspace.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

Work Environment:

- This position may require evening and weekend hours.
- Travel required (~40%); occasional visits to affiliate locations.

Benefits for Eligible Employees:

- Medical, prescription, dental, and vision insurance (company shares costs of medical benefits up to \$10,200)
- 401(k) savings plan with company match up to 3%
- 15 days of paid time off plus 12 observed company holidays
- Cell phone stipend
- Group term life insurance
- Flexible/hybrid work schedule

Disclaimer: This information has been designed to indicate the general nature and level of work performed by employees in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications.

Elevate USA is an equal-opportunity employer. We encourage candidates from all backgrounds to apply.

Interested candidates should [submit an application](#) and include their resume and cover letter.