



32 Walnut Street ■ PO Box 6008 ■ Brattleboro, VT 05302-6008
802.257.0361 ■ youthservicesinc.org ■ A United Way Agency ■ *Transforming Lives, Inspiring Futures*

Are you ready for a meaningful opportunity with a creative, innovative and dynamic organization to make positive change in your community?

Join the Youth Services team!

Position Title: Director of Development and Communications

Who is Youth Services?

Youth Services has been a highly-respected part of the Windham County of Vermont community since 1972. Our mission: working together to build resilience and be a catalyst for change.

How will I make a difference?

The Director of Development and Communications plays a key role in Youth Services' mission by:

- Working closely with the Executive Director to secure resources and public recognition for the important work we do supporting youth, families, and adults.
- Expanding our development department, including identifying the responsibilities of and hiring a half-time development assistant.
- Serving as a member of the leadership team and working collaboratively to further the agency's mission, vision, and core values.

We seek collaborative community-minded team members -

We have found that Youth Services staff succeed when they:

- Are passionate about justice and believe that everyone deserves to have their needs met
- Enjoy collaboration that comes from working on a team
- Value feedback
- Are highly organized
- Are problem-solvers
- Have a sense of humor and find creative ways to implement ideas
- Are flexible and willing to meet changing priorities
- Are looking for a job that is meaningful

Your Skills

As an applicant, ideally you will have the following skills and qualities:

- Ability to build strong, effective productive partnerships with colleagues and community partners
- Assumes good intent and the best in others
- Openness to others' ideas, input, and decisions
- Take responsibility and initiative
- Committed to continuous learning and growth
- Model, teach, and inspire others
- Highly organized, detail oriented
- Collaborative, flexible team-player; willing to pitch in wherever needed

- Models effective self-care, boundary-setting and stress management
- Embraces diverse styles and perspectives

What are the qualifications for the position?

You can be considered for this position if you meet the following qualifications:

- Masters preferred. B.A. or B.S. in administration, development, or related field.
- Five years of paid or volunteer management experience in a nonprofit setting including fund development, public relations, administration, and board relations.
- Demonstrated ability to work with volunteers.
- Advanced understanding of marginalization, privilege, systems of power and oppression and ability to translate this into supportive, strengths-based program development that empowers client voices.
- Demonstrated leadership ability, characterized by collaborative and inclusive approaches to problem-solving and decision-making.
- Must have excellent and demonstrated organizational, observation and communication skills, both oral and written.
- Advanced computer and analysis skills including experience with web-based applications and databases, Microsoft access, excel, word and Google Apps.

To Apply: Send resume and cover letter to HumanResources@youthservicesinc.org by March 1st. We will be reviewing applications on a rolling basis.

Compensation: \$70,000-\$80,000 a year and comprehensive benefits