

Position Title: Development Director

Reports To: Senior Vice President

Status: Full-Time; Salaried, exempt

Revised: 03.26.26

Position Summary:

Upward Bound Youth (UBY) is a nonprofit organization that is centered on the good news of Jesus Christ. We offer youth nights, family support, community events, and a Bible gap-year program. We are based in Wayne County, Ohio, working to make a local impact, but we also partner globally with mission-aligned organizations. Our aim is to teach truth and equip youth to be transformed in every area of their lives.

The Development Director will play a key role in supporting the President, Senior Vice President (VP) and the nonprofit's leadership team with executing the strategy to garner public support for UBY's ability to exist and operate as an exempt charitable organization. Other main tasks would be managing donors and potential donors, community event oversight, building and maintaining rapport with community leaders, and due diligence/grant oversight with mission-aligned organizations. This individual will be a trusted partner who is integral to the representation of our organization to our many audiences.

Candidates would also be comfortable organizing administrative tasks, such as phone calls, lists, databases, budgets, spreadsheets, etc. Meeting with representatives of and attending other events for partnering organizations would be a regular occurrence. As a department director, this candidate would also serve in a leadership capacity, managing direct reports' performance and department goals and budgets. Most importantly, candidates should be able to give clear and convincing testimony of their commitment to Christ, a life of obedience and growing maturity, and a love for working in God's Kingdom. The candidate should have the utmost respect for the Bible as God's infallible and authoritative Word in all matters of faith and life.

As an employee of Upward Bound Youth, the primary responsibilities for this position would be soliciting public support, but a commitment to UBY's broader community outreach programs would also be necessary.

Work Environment/Conditions:

This job primarily operates in an office/classroom environment located in Smithville, Ohio. The position is open to have flexible scheduling hours and a potential hybrid of remote and onsite location, as long as the work is getting completed and it makes sense for the development department team and the leadership team. In working with donors and potential donors, there can be intermittent local, state, and perhaps even national travel that is required. A company vehicle is available or we offer mileage reimbursement for use of a personal vehicle, as well as reasonable

accommodations and airfare for out of state travel. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Additionally, UBY's outreach programming can involve working with K-12 grade students in indoor and outdoor facilities and spaces. The position may require long periods of standing or sitting. The applicant should be able to lift 25 pounds and be able to assist in set-up or take-down for outreach events. If you are mission-minded, and have a servant's heart, join us as we look to further advance the Kingdom of God.

Essential Functions:

NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Mission & Faith Alignment

- Be a born-again Christian with a growing and deepening Christian faith and a commitment to advancing the cause of Christ.
- Conduct oneself in accordance with Scriptural teachings, especially those regarding a leader, as a model of good works — displaying integrity, dignity, sound speech, Christian character, and the cultivation of healthy relationships.
- All employees are required to sign and affirm the organization's Statement of Faith and Doctrinal Distinctives upon hire and annually thereafter, with no exceptions.
- Perform all tasks as unto the Lord, modeling integrity and service.
- Act at all times as an ambassador of the organization and a minister of the gospel.
- Prayerfully encourage and equip direct reports.
- Implement the mission, values, and priorities of Upward Bound Youth with joy and faithfulness.

Department Leadership

- Provide one-on-one and team meetings with all reporting staff as needed, offering feedback on performance, program updates, and monthly budget review.
- Conduct quarterly evaluations of reporting staff and submit reports to the Senior VP.
- Lead a partnership with the President and Senior VP, Leadership Team, Board of Directors and development staff to design and fulfill annual fundraising strategy and goals.
- Provide an annual giving campaign and event schedule to the VP of Operations and Senior VP by August 1.
- Submit annual Development Department budget proposals to Senior VP by August 1.
- Accumulate, file, and allocate receipts and credit card charges for the Development Department.
- Pursue continuing education (minimum 2 per year aside from required staffwide professional development) through conferences, workshops, online or in-person classes, or other pre-approved alternatives.

Development Management

- In collaboration with the Leadership Team’s strategic plan, secure support for UBY initiatives through creative, innovative events and giving opportunities and campaigns.
- Design strategies and tactics for growth and success across all areas of revenue generation and fundraising.
- Monitor revenue generation and fundraising results and consistently report progress to the President and Senior VP.
- Identify, cultivate, and steward all types of donors through relationships and a donor management platform.
- In collaboration with the Creative Manager, develop a comprehensive development-focused communications strategy, integrating into UBY’s larger plan for a growing awareness of UBY’s impact and role in the community.
- Empower development team in executing the development communications plan through innovative and creative approaches, consistent and aligned with organization’s communications strategy.
- Manage staff and contractors in event logistics and administration, ensuring impeccable event logistics & results.
- Manage and oversee the organization’s grant-making process, including evaluating grant applications, ensuring compliance with funding guidelines, tracking disbursements, and maintaining relationships with grantees to assess impact and alignment with organizational goals.
- Apply change, risk, and resource management principles to mitigate potential development issues.
- Due to the nature of being made privy to financial and other confidential information, a non-disclosure agreement would need to be signed.

Team & Ministry Engagement

- Actively participate in team and staff meetings as well as required professional development.
- Interact among team, staff, volunteers, ministry partners, contractors, and guests with positivity, professionalism, and Christian peacemaking, embodying UBY’s core values.
- Engage in community opportunities, faith-based ministries, and local schools to reach youth and families as needed and approved by the Senior VP.
- Serve in ministry-wide service, committee work, and student mentoring as needed and approved by the Senior VP.

Minimum Requirements:

- Be a born-again Christian with a growing and deepening Christian faith and a commitment to advancing the cause of Christ.
- Be an active and committed member within a local Bible-believing church, and a deep commitment to faithfully “tithe” of their time in the areas of Bible study, prayer, and evangelism.
- Agree wholeheartedly with and be willing to abide by Upward Bound Youth's Statement of Faith and Doctrinal Distinctives, Code of Conduct, and general workplace standards as outlined in the employee handbook.
- Embodies UBY’s organizational values (see below).

- Conducts ministry with humility, honesty, and integrity.
- Thrives on connecting with people, but also sees the mundane tasks it requires to maintain responsible partnerships with donors and organizations as important work in the Kingdom.
- Excellent organizational and time-management skills with the ability to manage multiple priorities.
- Excellent written and verbal communication skills, with attention to detail and relationship-focused.
- Strong interpersonal skills and the ability to interact with people at all levels (staff, board members, donors, community partners).
- Proficiency in Microsoft Office Suite, Google Workspace, remote work tools, and nonprofit management software (CRM systems, project management tools, etc).
- Demonstrated ability to maintain confidentiality and handle sensitive information.
- Be able to work in the US legally without sponsorship and have a valid driver's license.
- Maintain a working knowledge of all ministry policies and procedures.

Preferred Requirements:

- Bachelor's degree in Communications, Business, or Nonprofit Management or equivalent experience.
- Experience with nonprofit financials, fundraising, and grants.
- Experience in managing direct reports and events.

Benefits:

Salary will be commensurate with experience and qualifications. However, being called to ministry means it is not a cushy job, so we go the extra mile to support you. Our favorite perks are: competitive benefits (health, vision/dental, wellness), 401k, professional development, and flexible paid time off.

Additional Information:

Upward Bound Youth is a nonprofit organization that teaches the Truth of Scripture in accordance with our sincerely held religious beliefs. Candidates must align with Upward Bound Youth's Christian identity. Employees are expected to sign a Statement of Faith and Doctrinal Distinctives and adhere to the Code of Conduct. As a religious organization, we have the right to, and do, require that employees hold beliefs consistent with our Statement of Faith and Doctrinal Distinctives and conduct themselves in a manner consistent with our religious beliefs, as explained in our Code of Conduct.

UBY's Values:

Rooted: Remaining firmly grounded in faith and truth.

- Rooted in the Gospel – Proclaiming the good news of Jesus Christ as the foundation and source of our identity, purpose, and hope.

- Rooted in God’s Word – Relying on and submitting to Scripture as the ultimate authority that shapes our beliefs, guides our actions, and stirs our affections.
- Rooted in Prayer – Actively seeking God’s presence, wisdom, and power through prayer in all we do.

Relational: Building Christ-centered connection and community.

- With Our Families – Cultivating deep and caring relationships at home that reflect God's love and the truth of His word.
- With Our Ministry Team – Serving together in unity, humility, and love to fulfill God’s mission.
- With Our Community – Fostering meaningful connections with the Church and the broader community to further the Gospel.

Responsive: Living out faith with integrity and truth.

- Awareness – Staying alert to the needs around us with compassion and intentional care.
- Service – Giving wholeheartedly and wisely of our time, talents, and resources to eternally impact the lives of youth and families in the world.
- Excellence – Offering God our best as faithful servants committed to personal growth and virtue in all we do.

DISCLAIMER:

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties, and skills required of personnel in the classification. Work hours may be irregular including performing duties on evenings or weekends.