



## The SKY Family YMCA

## JOB DESCRIPTION

05/2016

Name			
Job Title	Director of Development		
Position Summary	The Director of Development is responsible for providing leadership in implementing and evaluating the annual giving program, focusing on growing Hometown Partnerships in the region and increasing member giving to support the YMCA and its mission. The Director will implement a comprehensive, multi-year plan to increase strategic solicitation of financial support with the overall goal to raise restricted grants or donations and unrestricted funds for areas of need within the YMCA as coordinated with the CEO		
Currently Reports to	CEO	Locations	
FLSA Status	Exempt	HAY Score :	806
Typical Physical Demands	The physical demands described here are representative of those that must be met by a colleague to successfully perform the essential functions of this job. While performing the duties of this job, the colleague is required to sit for long periods at a time; type using a computer keyboard; visually read information off of a computer monitor; orally communicate information over the telephone; hear; and lift up to 20lbs. Specific vision abilities required by the job includes close vision and color vision.		

## Essential Functions:

- Primary focus is on the growth of the Hometown Partner Program
  - Execute the Annual Giving Campaign, setting annual objectives, establishing strategies to reach those objectives and monitoring progress against those objectives.
  - Execute an annual member giving program that is clear in its expectations and has measurable outcomes.
  - Focus on sales to increase gifts for the YMCA
  - Participate in strategic planning for fund development with CEO and Development Committee
  - Plan and execute the Hometown Partners corporate solicitation and ensure the proper administration of benefits.
  - Plan, coordinate and oversee all special events for the region as directed with the collaborative efforts of the Development coordinator and Y team.
  - Lead volunteers and volunteer committees to plan and execute special events as directed.
  - Oversee acknowledgement, recognition and stewardship initiatives for annual campaign donors including Hometown Partners.
  - Plan and coordinate potential member/donor cultivation events that are aligned with the strategic development plan and are innovative.
  - Act as the key contact that coordinates the annual donor recognition ceremonies and events
  - Pursue expanded opportunity and communication within the YMCA organization, focusing on increasing the number of members within the donor base.
  - Assure adherence to performance standards with an approach to donor relations that considers respect, accuracy, timeliness.
  - Search for grant opportunities, write, monitor, and manage grant applications including timely updates and final grant reports .
  - Maintain all information in a confidential, ethical and professional manner.
  - Remain up-to-date on current fund raising, direct marketing and procedures being used in the non-profit sector as well as current tax law affecting annual charitable giving.
  - Work with various vendors in the procurement of products and services as they relate to annual giving programs.
  - Promotes and practices the YMCA mission and values, and follows all policies and procedures of the organization.

#### **Secondary Responsibilities:**

Every incidental duty connected with the Director of Development job cannot be specified in the position description and the colleague, at the discretion of the Chief Development Officer, may be required to perform duties that are not included in this job description.

## YMCA Competencies (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Philanthropy: Develops a compelling case about YMCA fundraising programs that will engage volunteers, staff, and other groups

Influence: Represents the organization to the community and the community's interest to the organization accurately, fairly, and regularly

## Qualifications:

- Proven track record of achieving fundraising goals and initiatives.
- Demonstrated success in donor/client relations
- Bachelor's degree (B.A.) from a four year college or university.
- Minimum of 4 years in fund development and/or sales with a solid understanding of fundraising principles and methodologies.
- Excellent organizational and time management skills; ability to work towards goals and within deadlines.
- Strong analytical skills including the ability to analyze trends from quantitative and qualitative data.
- Able to think strategically and provide leadership to staff and volunteers in reaching specific goals.
- Able to serve as a key member of the leadership team with strong collaborative skills
- Demonstrated excellent written and verbal communication skills.
- Adheres to the Donor Bill of Rights and exemplifies the highest ethical standards for the practice of fundraising
- Proficient in Microsoft Office, Excel, PowerPoint and working knowledge of Raiser's Edge preferred
- Possess a valid Florida driver's license.

## Certification/Training Requirements

- CPR and First Aid Certifications required
- Annual Completion of YMCA Blood Borne Pathogens Training
- Annual Completion of YMCA Child Sexual Abuse Prevention class
- Successfully complete State of Florida Criminal History Background Check requirements as well as meet the Association's policies on background screening
- Additional training classes as recommended by Supervisor

*The SKY Family YMCA is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status.*

I hereby acknowledge that I have read, understand and accept the above Job Description as a condition of my employment.

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Employee Signature

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Date

### **VISION**

*The SKY Family YMCA envisions our organization, in partnership with others, as an intergenerational community hub with programs, services, and resources available to all persons, regardless of status or ability to pay, that will enable them to improve their quality of life.*

### **MISSION**

*The YMCA promotes Judeo-Christian principles through programs that build healthy mind, body, and spirit for all.*

### **CORE VALUES**

*Caring, Honesty, Responsibility, Respect*

The SKY Family YMCA has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the SKY Family YMCA reserves the right to change this job description and/or assign tasks for the employee to perform, as the SKY Family YMCA may deem appropriate.