



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Director of Development – YMCA Judson Community Center & George I. Theisen Family YMCA

POSITION SUMMARY:

The YMCA of Greenville's cause is to strengthen our community, reach more people, and to help our neighbors flourish. Under the direction of the Chief Philanthropy Officer, the Director of Development will coordinate, plan, and implement all fundraising goals and campaign objectives for the YMCA Judson Community Center and George I. Theisen YMCA. That includes the YMCA of Greenville Annual Campaign, Capital Campaigns, and grants. The Director of Development will work directly with Branch Executive Directors in building branch and staff support of member, community, and business donors and prospective donors, while exemplifying a spirit of unified mission, gratitude, and responsible stewardship.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

The Director of Development will drive the YMCA Judson Community Center and George I. Theisen Family YMCA philanthropic and promotional efforts by executing the following duties:

- Develop and implement the Annual Campaign plan for both branches according to directives from the Chief Philanthropy Officer; communicate plan and action steps to branch leaders and departmental staff.
- Guide branch staff and volunteers in donor solicitation and other roles as required for successful fundraising efforts.
- Assist branch staff leadership to engage members; move individual, family, and corporate members from casual to committed.
- Develops processes and is actively involved in identifying, cultivating, and soliciting major gift prospects.
- Works with Chief Philanthropy Officer and Branch Executives on branch capital development campaigns.
- Record donor, volunteer, and financial data in a timely manner for both branches.
- Responsible for
 - Increased member giving
 - Recruiting new donors, through regular donor communication and solicitation
 - Personally responsible for cultivating 10 major annual gift relationships of \$5,000 or more.
- Responsible for timely and professional donor correspondence (letters, thank you notes, emails).
- Act as Event Coordinator for branch Annual Campaign events.
- Lead branch-specific grant and sponsorship research and writing.
- Assist with endowment visits with the Endowment Executive Director.
- Assist Branch Executive with Advisory Board, including governance, recruitment, and communications.
- Will intentionally and continuously strive to promote an organizational culture that advances practices and policies which value diversity, strengthen inclusion, and build community.
- Adhere to policies related to boundaries with consumers.
- Attend/complete required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising consumers.
- Follow mandated reporting requirements.
- Adhere to job specific abuse risk management responsibilities.
- Follow employees and volunteers screening requirements and use screening instruments to screen for abuse risk.
- Provide employees and volunteers with ongoing supervision and training related to abuse risk.
- Provide employees and volunteers with regular feedback regarding their boundaries with consumers.
- Require employees and volunteers to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors.
- Follow mandated reporting requirements.

The Y: We're for youth development, healthy living, and social responsibility.

- Communicate to all employees and volunteers the organization's commitment to protect their consumer from abuse.
- Report essential abuse risk management information to the board of directors.

LEADERSHIP COMPETENCIES:

- Communication
- Influence
- Volunteerism
- Philanthropy

QUALIFICATIONS:

- Bachelor's degree in a related field or equivalent experience
- Minimum 3 years of demonstrated experience in fundraising, sales, and/or marketing of \$100K or more
- Must have demonstrated grants and/or proposal writing & planning, research, and writing experience
- Must possess demonstrated interpersonal and written communication skills
- Demonstrated project coordination/management experience and ability to handle multiple projects simultaneously
- Must have excellent organizational skills
- Must possess a high-level of attention-to-detail
- Demonstrated ability to manage time and stress
- Must possess a high energy level and a positive attitude that represents the values and expectations of the YMCA
- Must be committed to the mission of the Y
- Ability to maintain a flexible schedule and work evenings and weekends upon occasion.