
Director of Development-Caine Halter & Verdae

US-SC-Greenville

Job ID 2024-4052 **# of Openings** 1 **Category** Development **Min Salary** USD \$44,594.04/Yr.

Location Caine Halter Family YMCA **Max Salary** USD \$50,168.30/Yr. **Closing Date** 8/20/2024

Targeted Job Start Date 9/1/2024 **Type** Full-Time

Overview

The YMCA of Greenville is looking for our next innovative and dynamic cause-driven leader who wants to live their passion and bring meaningful change to the community as our next Director of Development for the Caine Halter Family YMCA and Verdae YMCA.

The Director of Development, under the direction of the Chief Philanthropy Officer, provides leadership to the Caine Halter Family YMCA and Verdae YMCA in developing and implementing the YMCA of Greenville's philanthropic plan and raising funds to positively impact our programs and communities. The Director of Development works directly with Branch Executive Directors and Membership leadership in building branch and departmental staff support of member, community, and corporate donation cultivation while exemplifying a spirit of unified mission, gratitude, and responsible stewardship.

Not only will you be part of amazing mission driven work, we offer the following benefits:

- 12% Retirement Contribution, once fully vested
- 403b Retirement Savings Plan
- Separate Paid Sick and Vacation Leave
- Medical Benefits
- Company Paid Dental, Vision, and Life Insurance
- 11 Company Paid Holidays
- Household Membership to the YMCA of Greenville
- 50% Discount on Programs, including Childcare, Sports, Personal Training, and Aquatics.

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.

Responsibilities

Director of Development will drive Caine Halter Family YMCA and Verdae 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; coordinate campaign communication efforts to ensure consistent messaging from all branches.

- Assist branch Membership leadership to engage members; move individual, family, and corporate members from casual to committed, transitioning them from volunteers to donors.
- Partner with branch Membership leaders with family and corporate membership recruitment as part of a "Membership-Development Sales Team."
- Use Moves Management and other data systems to record donor, volunteer, and financial data in a timely manner
- Responsible for the following for each branch campaign:
 - making a minimum of 10 donor solicitations each month
 - making a minimum of 30 intentional contacts monthly that move the prospect solicitation forward in a purposeful way
 - making a minimum of 4 new contacts/discovery calls each month
- Personally responsible for cultivating 10 major gift relationships of \$5,000 each or more annually, respecting and following supervisor and branch leadership directives and policies as well as fellow development specialist previously established relationships
- Responsible for own donor correspondence (letters, emails, thank you notes, annual giving statements, etc.), handled with the utmost professionalism and in a timely manner.
- Act as Event Coordinator for assigned branch Annual Campaign initiatives.
- Lead branch-specific grant and sponsorship research and writing according to supervisor and branch leadership directives and with necessary/appropriate approval
- Assist with a minimum of 3 endowment visits with the Endowment Director each month
- Assist Branch Executive with Advisory Board Governance and Recruitment
- Lead assigned association projects such as capital projects, alumni program development, association grants coordination, or other association needs as assigned by Chief Philanthropy Officer and approved by CEO – understanding that the work assignments may include multiple Y branches.
- Will intentionally and continuously strive to promote an organizational culture that advances practices and policies which value diversity, strengthen inclusion, and build global community in the US and abroad.

Other Responsibilities:

- 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 violation using the organization's progressive disciplinary procedures
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors
Follow mandated reporting requirements

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
- Must have advanced proficiency in MS Office suite
- 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 familiar with and committed to the mission of the Y
- Ability to speak two languages preferred
- Ability to maintain a flexible schedule and work evenings and weekends upon occasion.