

Athens YMCA

Title: Chief Development Director

Location: Athens YMCA

Supervisor: CEO

Status: Fulltime, Exempt

Position Summary

The Chief Development Director will assist in the implementation of the Association's strategic developmental goals, research and write grants, and provide leadership to the YMCA Annual Support Campaign. S/he will demonstrate knowledge of the Y's mission and goals and how his/her work will align with the furthering of these goals. The Development Officer will collaborate with the CEO, YMCA staff, and outside consultants and volunteers in implementing the work outlined above. The Development Officer will reflect and display the values of caring, honesty, respect and responsibility.

Essential Functions

Annual Campaign

1. The Development Officer will focus his/her efforts on implementation of the Annual Support Campaign working under the direction of the CEO.
2. Provide guidance and supervision to at least one staff member with maintaining the campaign database, including generating all reports, developing a quarterly board meeting report, monthly billing, and posting donations.
3. Increase awareness through special events.
4. Work with development staff member and senior leadership to project, track and meet fundraising goals.
5. Provide hands on staff leadership to meet established goals, provide training for staff and volunteers.
6. Identify and cultivate potential major donors.
7. Orchestrate the annual Chairman's Roundtable Dinner honoring Annual Support donors of \$1,000 and above.
8. Recruit campaign volunteers.
9. Participate in solicitations as appropriate.
10. Compose special proposals and letters to major gifts donors as appropriate.

Grant Writing

1. The Development Director will implement a plan to write and secure various grants under the direction of the CEO and request from Directors.
2. Create annual business plan to meet philanthropic financial goals, analyze results and adjust plans accordingly.
3. Increase contributed income from grants for both the Athens YMCA and Y Camps.

Athens YMCA

4. Seek out new grant opportunities as requested by CEO and Directors.
5. Must possess strong interpersonal and both written and verbal communication skills.
6. Established relationship with foundations is preferred.

Capital Campaign

1. Serve as prospect manager for 50+ major donor prospects (including prospect research and strategy development).
2. Work closely with CEO to define new initiatives designed to increase the donor base.
3. Collaborate with CEO, Board of Directors, and staff on identification, cultivation and stewardship opportunities for major gifts donors and prospects.
4. Participate in solicitations as appropriate.
5. Compose special proposals and letters to major gifts donors as appropriate.
6. Research prospects and donors as needed.
7. Capital campaign experience preferred.

Qualifications

1. A B.S. degree in Human Services or related field and four to seven years of previous fund raising experience or an equivalent combination of education and experience.
2. YMCA Branch Executive or Senior Program Director experience a plus.
3. Lead sponsored special events (endowment, capital, annual) and provide guidance to directors and volunteers on special event planning and execution.
4. Become and remain active in appropriate professional organizations with approval of the CEO.
5. Ability to relate to top community leaders and diverse groups of people from all social and economic segments of the community.
6. Working knowledge of planned giving and charitable vehicles.
7. Ability to create interpretive materials to enable potential donors to understand the YMCA and how they contribute to the achievement of its mission.
8. Excellent oral and written presentation skills.
9. A working knowledge of computer communication and fund raising tools.
10. Strong abilities in consensus building and goal setting
11. Excellent problem solving skills and reasoning.
12. Ability to work cooperatively in a team environment to achieve results.
13. Strong human relations and leadership skills.
14. Strong organizational skills, attention to detail, and the capacity to work in a fast-paced environment. Ability to multi-task.
15. Must have a spirit of service.
16. Proficiency in Microsoft Word, Outlook, Daxko and other computer programs necessary to perform the duties of the job preferred.
17. Must be able to work effectively with a diversity of people, different backgrounds, abilities, opinions and all ages. Interacts regularly with members, volunteers, staff and other community leaders.

Athens YMCA

18. Accept additional responsibilities as assigned to ensure overall success of development goals within the Association.

Cause-Driven Leadership® Competencies

Mission Advancement: Incorporates the Ys mission and values into the organization's vision and strategies. Ensures community engagement; promotes the global nature of the Y. Leads a culture of volunteerism ensuring engagement, inclusion, and ownership. Leads a culture of philanthropy.

Collaboration: Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social circles with ease. Communicates to engage and inspire people within and outside the YMCA. Ensures that a talent management system is in place and executed effectively.

Operational Effectiveness: Possesses penetrating insight and strong strategic and critical thinking skills. Invests resources in well-designed innovation initiatives. Creates a structure to deliver organization-wide results to achieve objectives. Develops and implements stewardship strategies. Determines benchmarks and ensures appropriate leadership to meet objectives.

Personal Growth: Creates a learning organization. Effectively drives change by leveraging resources and creating alignment to expand organizational opportunities. Shares authority and demonstrates courage and humility. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Salary Range

Will be discussed with candidates before interview process.

How to Apply

Apply by Email: Shae@athensymca.org

Apply by Mail to: Shae Wilson-Gregg 915 Hawthorne Ave Athens GA 30606

Resumes Accepted Until 10/28/2016