



FREMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Director of Development**

FLSA Status: Exempt

Primary Function/Department: Director/Fundraising

Reports to: Chief Executive Officer (CEO)

Leadership Level: Team Leader

POSITION SUMMARY:

This position supports the work of the Fremont Family YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Director of Development (DD) at Fremont Family YMCA (FFY) serves on the CEO's senior leadership team and provides strategic leadership in fund development to advance FFY's mission through annual giving, government and foundation grants, endowment bequests and gifts to capital campaigns. The DD assists the CEO in developing an actively engaged volunteer board of directors and positions the FFY as a community convener and collaborator to address critical issues and needs.

OUR CULTURE:

Our mission and core values are brought to life by our culture. at 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:

1. Develops organizational goals and strategic plans for fundraising, balancing long-term direction and short-term requirements. Develops systems and manages resources, including the financial development budget, needed to carry out the fundraising plans. Develops appropriate fundraising policies and procedures for the association.
2. Develops processes and is actively involved in identifying, cultivating, and soliciting major gift prospects. Maintains database resource file on top community leaders.
3. Directs and coordinates association capital development, annual campaign and endowment programs.
4. Prepares and coordinates proposals for grants from government sources and private foundations.
5. Actively engages the board in challenging conversations and decision making to advance the Y's impact when serving as the primary staff liaison to the Fundraising Committee and other assigned committees on the Board of Directors. Develops strategies to increase volunteer involvement at all levels of financial development.
6. Tracks all gifts and pledges by source and purpose and provides reports as needed.
7. Provides training in fundraising. Educates, motivates and provides feedback to individuals related to best practices in the fundraising process.
8. Creates and implements effective communication strategies with compelling messages that inspire others to accomplish the mission and cause with maximum impact. Develops communication plans to ensure members, participants, and the community understand the case for support.

9. Represents the CEO and FFY in the community as needed and requested by CEO.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Philanthropy
- Volunteerism
- Program/Project Management
- Grant writing

QUALIFICATIONS:

- Bachelor’s degree or equivalent, with two or more years fundraising experience in annual giving campaigns, special events and grant writing.
- Proven experience in cultivating and soliciting leadership level gifts to annual fund.
- Familiarity with the principles of annual campaign organization and marketing.
- Ability to relate to top community leaders and diverse groups of people from all social and economic segments of the community.
- Ability to create interpretive materials to enable potential donors to understand the Y and how they contribute to the achievement of its mission.
- Experience in working closely with volunteers and in staffing volunteer committees/events.
- Excellent writing, organizational and communication skills.
- Ability to effectively present information and respond to questions from groups of managers, volunteers, senior leaders, and the public.
- Foundation and government grant writing expertise.
- Understanding of and enthusiasm for the mission of the YMCA.
- CFRE or equivalent preferred.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____