YMCA of Southern Arizona

Director of Development Position Posting

Position Description
The Development Director supports the work of the YMCA of Southern Arizona, a leading nonprofit committed to strengthening communities. Working closely with the Chief Development Officer, this position assists in growing the philanthropic support for the YMCA of Southern Arizona and YMCA Branches. Excellent interpersonal skills are required to partner with volunteers, community organizations and branch leadership to ensure fundraising goals are met for the organization. In addition, this position helps educate, motivate, and inspire YMCA of Southern Arizona staff and volunteers in implementing best practices while creating a true culture of philanthropy.

Pay Scale: $45,000-50,000 a year, full-time exempt salary

RESPONSIBILITIES OF THE DIRECTOR OF DEVELOPMENT:

- Assists in the implementation of the Association’s strategic developmental goals and provide leadership to the YMCA Annual Campaign, grant writing and management, program support fundraising, and development communications
- Assists the CDO in implementation of YMCA annual campaign best practices at all YMCA of Southern Arizona Branches
- Maintains a fundraising portfolio of 120+ of prospective donors within the areas of major gifts (unrestricted or restricted) and/or grant funders
- Achieves $550,000+ annually in funding support for the YMCA of Southern Arizona through Annual Campaign major gifts, grants, or restricted major gift support
- Identifies key community and YMCA member contacts for donor cultivation and stewardship
- Assists YMCA Branch Executives in prospect identification, donor cultivation and solicitation
- Prepares and submits all annual grant submissions of $10,000 and under for the association and branches
- Assists as needed in the entry of donor and prospect data into the DAXKO database
- Supports the CDO in assisting YMCA Branch’s Annual Campaign with resources and training on best practices, campaigner recruitment, member engagement, cultivation, and solicitation of donors
- Prepares resources, tools, proposals and reports as needed
- Collaborates and communicates with the CDO to ensure development standards, goals, and plans are being met
- Manages and maintains the confidentiality of the DAXKO database
- Works in conjunction with the CDO to implement a meaningful year-round stewardship plan for annual, grant, and major gift donors
- Ensures all acknowledgments and stewardship activities required to support a donor-centric fundraising model are completed in a timely fashion
- Ensures all donor and prospect communications are brand compliant and have proper balance of Y branding and development voice
- Maintains stewardship tracking on donors and grant funders within the Development Director’s portfolio
- Models relationship-building skills in all interactions and maintains a positive and professional demeanor
- Helps foster a culture of One Y, Strengthening Relationships and Standards of Excellence
- Attends and participates in all committee, staff and organizational meetings as needed
- Assists in association and development special events
- Participates as an active member of NAYDO
- Adheres to all YMCA of Southern Arizona policies and procedures
- Performs other duties as assigned
REQUIREMENTS OF THE DIRECTOR OF DEVELOPMENT:

- Bachelor’s degree
- Three to five years of professional experience with a background in fundraising in the YMCA or another nonprofit organization.
- Excellent written and verbal communication skills.
- Strong analytical skills, with the capacity to self-motivate and work independently.
- Must have excellent computer skills related to the use of Microsoft Office products (Word, Excel, PowerPoint, etc.) as well as online database platforms.
- Professional demeanor, positive attitude, and the ability to work well with community, staff, and volunteers.
- Ability to travel throughout Pima County for donor and prospective donor visits, funding presentations, and YMCA meetings.
- Available to work an occasional evening or weekend
- Completion of YMCA’s online training within seven (7) days of hire

FULL TIME BENEFITS:

- Free YMCA membership for employee, one additional adult and all the employee’s dependents under age 24, living in the household
- 10% Employer funded retirement plan (once eligible)
- Medical Insurance and 100% Employer funded dental and vision insurance (employee only - dependents can be added at employee's expense)
- 100% Employer funded long-term disability and life insurance after 90 days of employment
- One (1) sick day accrued per months up to 60 days (will roll over)
- Seven (7) paid holidays and three (3) paid personal days per year
- Vacation time accrued after 90 days of employment - accrual amount based on years of service

OUR YMCA 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.

Visit [www.TucsonYMCA.org/about/employment](http://www.TucsonYMCA.org/about/employment) to apply.