

Vice President of Development

- **Summary:** Serves as a member of the President/CEO's senior leadership team, providing strategic leadership in financial development to advance the YMCA's mission and values through annual giving, government and foundation grants, endowment bequests and gifts and capital campaigns. Assists the President/CEO in developing an actively engaged fundraising volunteer board of directors, and in positioning the YMCA as a "charity of choice" for the investment of donations within the local community. This dynamic professional will help lead a culture of philanthropy.
- **Duties/Responsibilities:** In conjunction with the President/CEO, will help direct and coordinate association annual fundraising campaign, capital development and strategic planning; Initiates the development of relationships with supporters to impact and strengthen the community; Will advance fundraising efforts through development of innovative approaches to donor identification, cultivation, contact relationship management, and solicitation of major gift prospects; Endowment outreach/recruitment/cultivation and recognition events; Develops systems and manages resources needed to carry out fundraising plans and events; Coordinates and manages annual giving strategies and events, including the YMCA Kids Now Support Campaign (\$500,000+ annual goal), Champions of Philanthropy Gala, Charity Golf Classic, Alden Esping Putting Classic, Good Friday/Community Breakfast, and other fundraising events; Research, prepare and coordinate proposals for grants from government sources and private foundations; Serves as primary staff to the Fundraising Committee and other assigned committees of the Board of Directors and the Camp Endowment committee; Develops strategies to increase volunteer involvement at all levels of financial development; Maintains database resource file on top community leaders, donor prospects, alumni; Tracks and records gifts, pledges by source and purpose; tracks and records grants and foundation donations and provides reports as needed; Manages DonorPerfect donor contact relationship management software; Develops systems and manages resources needed to carry out fundraising plans; Establishes and monitors the financial development department budget for the YMCA; Develops appropriate fundraising policies and procedures for the association; Develops, implements and manages donor outreach, recognition, stewardship strategies, donor engagement and communication efforts including meetings, mailings, reports and events; Implement "donor-centric" communication that invites all current and prospective donors to make life changing impact through giving; Provides training in fund raising. Educates, motivates and provides feedback to individuals related to best practices in the fundraising process; Will lead community advocacy and partner relationships to advance the Y's cause; Oversee healthy advocacy efforts in collaboration with funding partners, city council, business leaders and other partners; Develops communication plans to ensure members, participants, and the community understand the case for support; May plan and direct marketing and communication pieces; may plan and oversee association meetings, annual events, annual reports, newsletters, brochures and reports; Work closely with other departments/employees promoting the attributes of being philanthropic.; Represents the association as required by the President/CEO;
- **Qualifications:** A Bachelor's degree in a related field or equivalent. Master's degree preferred; Eight or more years of professional experience with a background in fundraising in the YMCA or another not-for profit preferred; Ability to relate to top community leaders and diverse groups of people from all social and economic segments of the community; Working knowledge of giving and charitable vehicles; Ability to create interpretive materials to enable potential donors to understand the YMCA and how they contribute to the achievement of its mission; Knowledge of the media and its use in gaining exposure for YMCA events and programs; Foundation and government grant writing expertise; CFRE or equivalent

preferred; YMCA Organizational Leader certification preferred; Excellent verbal and written communication skills; Possess understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff; experience with donor tracking preferred; Ability to use typical business software and office equipment; English/Spanish bilingual preferred; Must possess the demeanor to work effectively with all levels of staff; Must be able to maintain professionalism and confidentiality at all times; Must possess excellent organizational skills, ability to multi-task and problem solve; As a YMCA Business Driver, the employee must possess a valid/current CA Driver's License or other valid state driver's license and must provide to the Y proof of minimum CA vehicle insurance coverage upon request & must also maintain an approved/acceptable driving record to continue as a Y Business Driver. An annual MVR (Motor Vehicle Report) will be conducted by the Y. Employees who are YMCA Business Drivers who do not maintain an acceptable driving record may be prohibited from being a Business Driver which could affect employment status; Must submit to and comply with all requirements for employment including, but not limited to, a criminal background check, drug/alcohol testing, health screening, TB test.

- **Hours:** Full-Time Exempt
- **Worksite:** Administration office.
- Refer to Job Description for full duties/qualifications of the position available from H.R.

How to Apply:

Please visit our website at www.anaheimymca.org to apply online (Resume will **NOT** be accepted in lieu of application).

The Anaheim Family YMCA is an Equal Opportunity Employer. Employer Information on Anaheim Family YMCA job opportunities is also available online at: <http://www.anaheimymca.org/anaheimymcajobs/>