



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position Title: **Fund Development Associate**

Status: **Full time, Part time or Contract**

Reports to: **Chief Executive Officer and Development Manager**

Revision: February 2023

POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the supervision of the Chief Executive Officer, support Fund Development Manager, consultants and Board members in their work on fund development.

OUR 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.

AREAS OF DIRECT RESPONSIBILITY

Fund Development

ESSENTIAL OVERALL FUNCTIONS

- Coordinating with CEO and development team, this position will support the organization including pipelines, prospect tracking, strategy task assignment and maintenance of time lines.
- Maintaining master campaign calendar to maximize cultivation events and keep campaign committee on track.
- Supports organizational goals and strategic plans for fundraising, balancing long-term direction and short-term requirements. Utilizes systems and manages resources, including the financial development budget, needed to carry out the fundraising plans. Assists processes and is actively involved in identifying, analyzing, cultivating, and soliciting major gift prospects and stewardship efforts.
- Maintains database resource file on gifts, augmented donor and prospect information. Responsible for data integrity.
- Cultivates and writes proposals for grants from government sources and private foundations.
- Tracks all gifts and pledges by source and purpose and provides reports as needed.
- Supports teammates in ensuring timely preparation of all donor correspondence, including acknowledgements, electronic and printed solicitations, and communications.
- Supports teammates with prospecting of new donors, researching potential relationships, and supporting outreach efforts to acquire new funders and partnerships.
- Assists with recruiting, training and managing campaign volunteers in fundraising. Educates, motivates and provides feedback to individuals related to best practices in the fundraising process.
- Supports event planning used to help meet campaign goals.
- 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.

LEADERSHIP COMPETENCIES:

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

QUALIFICATIONS

- Bachelor's degree in a related field or equivalent.
- Three or more years of professional experience with a background in fundraising in the YMCA or another non-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 tools/software.
- 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 experience.
- Special event management and leadership experience preferred.

BASIC HOURS

As scheduled and agreed upon Monday-Friday as well as special events. Average minimum 20 hour work week.

ENVIRONMENT

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings. Some off site work needed.

HEALTH AND SAFETY REQUIREMENTS

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

PHYSICAL DEMANDS

Employee can demonstrate sufficient strength, agility, and mobility to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.