



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB OPENING ANNOUNCEMENT

Development Manager

Current Date:	2/6/17
Hiring Supervisor:	Carol Beddome
Number of Positions Open:	1
Date Position Begins:	3/27/17
Applications Accepted Through:	3/27/17
Date of Interviews:	3/6/2017
Location of Position(s):	Either Ogden Admin Office or Salt Lake Admin Office
Wage Range:	\$27,500-\$41,000 DOE
Position Requirements:	<p>The Development Manager will work with the Development Director to develop a program to increase income from individual donors, high-net-worth donors, foundations and corporations, and on-going relationship building with all supporters. This person will manage a portfolio of donors and will need to be comfortable working across the spectrum of cultivation and stewardship reflecting best practices in the field.</p> <ul style="list-style-type: none">• Previous Work Experience: 1-2 years of grant writing, fundraising, Non-profit and/or YMCA experience highly preferred.• Education Requirements: College degree preferred, ideally a Bachelor's Degree in business administration, marketing, fund development, non-profit management, communications or related field.• Computer Proficiencies: Ability to use a computer in order to effectively perform job duties including word processing, research, and budgeting. Strong knowledge of Word, Excel and ability to work within various databases.• Demonstrated experience in working across the spectrum of cultivation, securing gifts and stewardship.• Must have good interpersonal and communications skills and be sensitive, adaptable, and professional and articulate when dealing with others.• Versatility, flexibility and a willingness to work enthusiastically within constantly changing priorities.• Competent in learning and adapting to various software and database programs.• Positive attitude and high energy toward change; it is essential to maintain clear, open and honest communication with Development Director, CEO, Board of Directors, staff, vendors and donors.• Understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff.



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General Skills & Abilities:

- Ability to promote an open, honest, inclusive, enjoyable work environment
- Effective conflict resolution skills.
- Ability to attend trainings, meetings and events as required even if scheduled outside normal working or regular scheduled hours.
- Ability to cope with the stress of a non-profit work environment
- Ability to function in a high-pressure environment and to meet stringent deadlines for completing tasks.
- Ability to work in excess of a 40-hour week with irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
- Ability to view data on a computer and/or on paper for long periods of time.

Other Information:

Application Process:

send cover letter and resumes to cbeddome@ymcautah.org