



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## YMCA of Northern Utah

Job Title: **Associate Development Director,  
Annual Fund**

Job Grade: 6

FLSA Status: **Exempt**

Job Location: **Association Office in Salt Lake City**

Reports to: **Director of Development**

Revision Date: **5/25/18**

Primary Function/Department: **Development**

### **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. The Associate Development Director – Annual Fund will work with the Development Director to develop a fundraising strategy to increase income from individual donors, high-net-worth donors, and corporations, and on-going relationship building with all private 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.

### **ESSENTIAL FUNCTIONS:**

- Manage a system and plan to research, identify, write, review and track sources of funding from individuals, businesses, non-profits and the community
- Build and develop volunteer capacity to support the mission of the Y.
- Develop and foster relationships with donor prospects.
- Plan and manage an efficient budget for the Annual Fund.
- Create a community of people committed to telling and supporting relevant stories that advances the mission of the Y.
- Recruit, hire, train, manage, develop, coach, schedule and direct staff and volunteers as needed. Review and evaluate staff performance. Develop strategies to motivate staff.

### **LEADERSHIP COMPETENCIES:**

- Project Management
- Collaboration
- Communication
- Philanthropy
- Functional Expertise

### **REQUIRED QUALIFICATIONS:**

- 3-5 years of grant writing, fundraising, Non-profit and/or YMCA experience highly preferred.
- College degree required, ideally a Bachelor degree in Business Administration, Marketing, Fund Development, Non-profit management, Communications or related field.
- 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.



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- Excellent verbal and written communications skills, particularly the ability to read, analyze, write, and edit grants, reports, social media posts, press releases and correspond with external businesses, community members, and media.
- Must possess efficient time management skills to consistently meet deadlines.
- Strong critical thinking and research skills required, with ability to collect and conceptualize data. Problem solving and reasoning skills are necessary to analyze data and draw valid conclusions.
- Computer proficiency, particularly with Microsoft Office and Google, experience developing and utilizing spreadsheets; competent in learning and adapting to various software and database programs.
- Experience in a nonprofit environment is preferred.
- Versatility, flexibility and a willingness to work enthusiastically within constantly changing priorities.
- Positive attitude and high energy toward change; it is essential to maintain clear, open and honest communication with Director of Development, 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.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands described below 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.

*The YMCA of Northern Utah provides equal employment opportunities (EEO) to all employees and applicants. Applications for employment will be considered without regard to race, color, religion, sex, national origin, age or disability.*

#### **TO APPLY:**

Interested applications should send a cover letter and resume to Carol Beddome, Director of Development, at [cbeddome@ymcautah.org](mailto:cbeddome@ymcautah.org).

To learn more about the Y, visit us at [ymcautah.org](http://ymcautah.org)