



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

## YMCA of Northern Utah Job Posting

Job Title: **Director of Development**

Job Grade: 8

FLSA Status: Exempt

Revision Date: 08/10/18

Reports to: CEO

Primary Function: Development

Primary Location: Salt Lake City Association Office

### **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 Director of Development serves on the CEO's senior leadership team and provides strategic leadership in financial development to advance the YMCAs mission through annual giving, government and foundation grants, individual gifts, corporate gifts, special events and capital campaigns. The Director of Development positions the YMCA as a "charity of choice" for the investment of donations with the local community.

### **ESSENTIAL FUNCTIONS:**

1. Develops organizational goals and strategic plans for fundraising, balancing long-term direction and short-term requirements. Develops systems, manages resources and implements appropriate fundraising policies and procedures for the association.
2. Develops processes and is actively involved in identifying, cultivating, and soliciting major gift prospects. Researches potential funders and builds strong relations with current and prospective partners.
3. Manages an organized system of communications internally and externally to provide stewardship to donors regarding awards. Monitors funders' requirements for recognition.
4. Prepares and coordinates proposals for grants from government sources and private foundations.
5. Actively engages the board in challenging conversations and decision making to advance the Y's impact. Serves as the primary staff liaison to the Development Committee.
6. Tracks all gifts and pledges by source and purpose and provides reports as needed.
7. Provides training in fundraising. Educates, motivates and provides feedback to individuals related to best practices in the fundraising process.
8. Creates and implements effective communication strategies with compelling messages that inspire others to accomplish the mission and cause with maximum impact. Develops communication plans so the community understands the case for support.
9. Supervises the Marketing Manager and Associate Directors overseeing the Annual Campaign and Government Grants.
10. Represents the association in the community as needed.

### **LEADERSHIP COMPETENCIES:**

- Communication & Influence
- Philanthropy
- Program/Project Management
- Engaging Community



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### **QUALIFICATIONS:**

- Bachelor degree in a related field or equivalent; Master degree preferred.
- Five or more years of professional development experience with a background in fundraising in the YMCA or another non-profit preferred.
- Demonstrated success in working as a team member and developing relationships with staff, board, volunteers and donors.
- Strong written and verbal communication required. Must have exceptional interpersonal communication skills with the ability to interact effectively with top community leaders and diverse groups of people from all segments of the community.
- Working knowledge of giving and charitable vehicles.
- Must be creative and innovative, with 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 grant writing expertise highly desired.
- Must possess attentional detail and strong organizational skills
- YMCA Team Leader certification preferred.
- Must be able to pass a background check with fingerprinting prior to employment.
- CFRE or equivalent preferred.

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

The physical demands described here 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 Adria Stauffer, Human Resources Director  
astauffer@ymcasaltlake.org

To learn more about employment at the Y, visit <http://ymcautah.org/employment>