



Job Title: Development Director
Grade: 8
Date: December 2018
Department: Development
Reports to: Chief Financial Officer

The YWCA Mohawk Valley is dedicated to its mission of eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Job Summary

As a member of the YWCA MV Team, the Development Director works in partnership with the CFO and CEO to establish, maintain, and implement fundraising and development activities, forging new relationships and nurturing existing ones to build visibility, impact, and strengthen philanthropic support.

Essential Duties and Responsibilities:

- Develop and manage YWCA Mohawk Valley's annual individual fundraising plan including, but not limited to annual appeal; board and employee appeal; planned giving; trusts & bequests; major gifts; and special appeals.
- Work closely with Board Development Chairperson related to Board solicitation.
- Grow major gifts program including identification, cultivation and solicitation of major donors.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Provide monthly report to CFO and CEO on major gift program including sponsorships for events.
- Develop and execute an engagement plan for agency's Salute Academy members.
- Monitor fundraising trends and regulations in order to support of fundraising and program efforts, including online giving.
- Develop and manage all major events – establishing budget, timelines and securing sponsorship.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with development associate and department volunteers/interns.
- Oversee all donor acknowledgements.
- Other duties as assigned.

Financial:

- Plan and administer all aspects of the Development Department budget.
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

Community & Professional Relationships:

- Serve as staff liaison to the Board Development Committee and event sub committees.
- Network with professionals, organizations and agencies. Participate in committees and coalitions as assigned.
- Represent the YWCA at community functions.

Competencies and Areas of Expertise:

- Maintain a level of knowledge that is current and applicable to performing this position.
- Attend staff meetings, Board meetings, Finance meetings and training sessions as required.

Position Specifications:

Education/Experience:

- Bachelor’s Degree in relevant field preferred with five years’ experience in the field of non-profit development, fundraising, marketing, or communications or ten years’ equivalent experience.

Required, Specialized, or Technical Knowledge:

- Acceptance and support of the YWCA Mission.
- Basic knowledge and understanding of fundraising best practices and tax laws that impact charitable giving, personal assets, and estates.
- Computer proficiency required in Microsoft Office and Donor base software.
- Basic knowledge of Adobe design software preferred, but not required.
- Strong communication skills, ability to work independently, ability to work with diverse populations.
- Represent the agency as needed to both internal and external audiences.

Physical Requirements:

Equipment Used:

- Computer, fax, adding machine, telephone, voice mail, copier. Must hold a valid driver’s license and insurance and be able to travel as necessary.

Physical Activities:

- Climbing, balancing, stooping, kneeling, crouching, walking, grasping, talking, hearing.

Physical Demands:

- Sedentary work exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Visual Acuity Required:

- Heavy acuity is required in this position.

Work Conditions:

- There is no substantial exposure to adverse environmental conditions with the exception of weather-related travel conditions.

Employee Signature

Date

CEO Signature

Date