



JOB TITLE: Director of Development

DATE POSTED: October 3, 2022

SALARY RANGE: \$45,000-\$52,000 per year

JOB TYPE: Full-Time

RESUMES ACCEPTED UNTIL: November 3, 2022

RESUMES MAY BE SUBMITTED TO: Kate Cohen at katecohen@gv-ymca.org

JOB LOCATION: 2132 South 12th Street, Suite 201, Allentown, PA 18103

JOB DESCRIPTION:

The Greater Valley YMCA is accepting applications for an immediate opening as the Director of Development. This individual will be responsible for co-managing the organization's development department strategy, while also helping to promote growth. Through mentorship, a working environment invested in team leadership, and hands-on opportunities to grow skills in all facets of nonprofit development, this is an opportunity to live out *your personal why* and change the lives of thousands of employees, residents, and volunteers.

Reporting to the Chief Development Officer, this key Y leader will work in collaboration with other members of the Association Office, Branch Executive Directors, and Program Staff. This individual will join the Greater Valley YMCA during an exciting time in which our development efforts are more robust and successful than ever before. Accordingly, this role provides the perfect opportunity for an emerging nonprofit development professional to enhance their skillset, invest in their professional development, grow expertise in many areas of nonprofit development, all while positively changing the lives of almost 20,000 people relying on the Y's services Valleywide.

Our next Director of Development must be highly communicative, engaging, motivating, and maintain a positive mindset founded in continuous learning and collaborative work. This individual must operate with the highest levels of integrity, honesty, and ethics. This position is responsible for enhancing the Y's reputation as a charity of choice and local nonprofit worthy of investment now and for future Y generations, and therefore must be passionate about the Y's programming and services.

QUALIFICATIONS:

- Bachelor's degree in a related field or equivalent; Master's degree, CFRE or equivalent preferred.

- 2–4 years of professional fundraising experience for the YMCA or another nonprofit preferred, including an established track record of cultivating, soliciting and finalizing donors.
- Expectations of high level of professionalism, ability to perform under deadline, multi-task, management and group leadership skills, and high degree of organization.
- Analytical and critical thinking skills with flexibility to problem-solve in real-time and work via a team management structure.
- Ability to communicate and relate to diverse groups of people from all social and economic segments of the community, and ability to strongly influence others.
- Working knowledge of giving and charitable vehicles and event management.
- Ability to create interpretive materials enabling 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 expertise.
- Previous experience with Raiser’s Edge, or similar donor database and record-keeping best practices preferred.
- Working knowledge of local philanthropic/nonprofit community preferred.

ESSENTIAL FUNCTIONS

CREATES SYSTEMS AND PROCEDURES

- **Helps create, maintain and expand development best practices throughout the Association**
- **Helps train, lead and guide other members of the Y team on development outreach/work**
- **Maintains records and reporting in Raiser’s Edge Development Software**
- **Owns sub-sets of the Y’s development department with independent leadership and autonomous work**

INCREASES CHARITABLE RELATIONSHIPS

- **Positions the Y as a charity of choice throughout the Valley, in coordination with the CDO**
- **Expands current grantor, donor and investor relationships through intentional moves management and stewardship systems**
- **Supports the Y’s Capital Campaigns in tandem with the CEO and CDO**
- **Supports and expands the Y’s special events fundraising efforts**

MOTIVATED BY MISSION-FOCUSED WORK

- **Maintains up-to-date learning on development best practices, pertinent certifications, etc.**
- **Communicates the “Y story” frequently throughout the community, both through formal and informal means, and in helping to coordinate development communications**
- **Participates in community groups, collaborative efforts and external event attendance to help move the needle in the Y’s social responsibility areas of focus**

Cause-Driven Leadership Competencies

The heart of the position will be the ability to look past what is and to envision what can be for the Y's development efforts. Ideas for new systems, procedures, etc. Therefore, a high level of self-motivation/innovation/creativity is required to be successful at this position.

About Greater Valley YMCA:

The Greater Valley YMCA with locations in Allentown, Bethlehem, Catasauqua (Suburban North), Easton, Phillipsburg & Vicinity, Nazareth, and Pen Argyl (Slate Belt) is a 501(c)3 nonprofit organization. We believe in strengthening our community through membership and programs that foster youth development, healthy living and social responsibility for all. Our mission is at the heart of everything we do and is deeply embedded in our culture.

Every team member at the Greater Valley YMCA is guided by our principles of Caring, Honesty, Respect and Responsibility.

As an important member of our Y team, you will have the opportunity to make a positive and profound impact in the lives of our fellow neighbors right here in the Lehigh Valley.

The Greater Valley YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.