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**Financial Development Director**

**Overview**

Date Posted:

2/9/2018

Posting End Date:

2/23/2018

Requisition Number:

6366

Location:

(0) MORRISON BRANCH

Address:

9405 Bryant Farms Rd.

City:

Charlotte

Category:

Financial Development

Salary Range:

$17.48 - $21.85

Comments:

This position will serve the Morrison and Steele Creek Y's

**Description**

Under the direction of the Regional Development Director, the Financial Development Director’s primary responsibility is the solicitation of financial gifts from high level donors. This is done through the leading of community-wide fundraising initiatives including, but not limited to, activating major gifts solicitations and corporate gifts ($1,000+), annual campaigns, planned giving, special events and capital campaigns. He/she identifies and manages relationships with high level donors/prospects, corporations, foundations, and government agencies who have the capacity to provide financial support, and connects the interests or mission of the YMCA to these funding sources.  The role works closely with the Executive Director, the Board of Directors, and key stakeholders in all development and fund raising endeavors.

ESSENTIAL FUNCTIONS:  
• Responsible for a combined $547,500 in contributed income for the Morrison Family, Sara’s, Steele Creek and Wesley Chapel YMCAs, with expectations for significant annual growth in both fund-raising totals and number of donors.  
• Develop and implement a cause-driven, results-oriented case that aligns with association priorities, and effectively communicate the case to all members, donors and prospects.  
• Develop an Annual Campaign Action Plan, and work directly through Branch Executive Director and Senior Leadership Teams to implement at all  branches.  
• Coordinate campaign efforts across all branches represented, ensuring collaboration and efficiencies where possible.  
• Provide leadership to current and future major fundraising events (ex. golf tournament, Run! Ballantye, Tri! Ballantyne, Ride! Ballantyne, C2 Obstacle Trail Run)  
• Maintain relationships with approximately 50 Branch Board members, identifying opportunities to engage their talents in the campaigns.  
• Identify, introduce, cultivate and engage key stakeholders in the YMCA’s work in South and Southwest Charlotte.  This should include corporations, churches, civic groups, professional societies and foundations.  
• Work with Branch Board Chairs to identify and recruit campaign leadership and high level volunteers for special event and major gift solicitation teams.  Create job descriptions to set expectations and hold volunteers accountable.    
• Responsible for leading multiple board committees and volunteer structures that assist in fundraising and cultivation.  Set meetings, create agendas, and provide timely communication of action steps.  
• Direct the fundraising activities of volunteers to assure the most effective methods of soliciting and receiving large gifts.  
• Fully responsible for the creation and facilitation of campaign trainings and producing realistic action plans for staff and volunteers.  
• Input contact report in Raiser’s Edge and produce donor reports as needed.  
• Research and identify prospect history for donors, compile data for face-to-face fundraising efforts and track results.   
• Responsible for confidential and sensitive donor and prospect information (income levels, giving histories, net worth, etc.), ensuring all information is stored securely and shared appropriately.  
• Responsible for developing retention and growth strategies to increase annual campaign donors and sponsors.  
• Schedule fundraising and cultivation meetings and make face-to-face asks.  
• Responsible for reconciling the  collection of all campaign pledges and achieving budgeted annual contribution revenues at for all branches represented.  
• Develop and implement a comprehensive donor acknowledgement and cultivation calendar, ensuring all donors are thanked multiple times annually, in meaningful ways.  
• Assist in the development of all marketing campaign materials to be used in the Annual Campaign in concert with the YMCA of Greater Charlotte Association office.  
• Participate in Association and / or branch task teams as assigned.  
• Assist with branch board development efforts, identifying, cultivating and submitting board candidates.  
• Assist Executive Directors with branch operational duties as necessary.

YMCA LEADERSHIP COMPETENCIES: For “Leaders”  
**Mission Advancement:** Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.  
**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and  
perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning;  
speaks and writes effectively. Takes initiative to assist in developing others.  
**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to  
another. Embraces new approaches and discovers ideas to create a better member experience.  
Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.  
**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an  
openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Minimum Requirements**

• Four-year degree in a related field or equivalent years of experience  
• 5-7 years experience in fundraising, special events, and the management/recruitment of volunteers  
• Experience in Grant writing and reporting (preferred) Demonstrates confidence in face-to-face solicitation

• Self starter with drive, motivation and proven history of reaching/exceeding fundraising goals.  
• Excellent interpersonal skills to develop fruitful, sustainable relationships with members, volunteers, and staff  
• Strong written and oral communication skills  
• Possesses excellent leadership and organizational skills; capable of developing and executing fundraising strategies  
• Professional presence with key stakeholders and possess the ability to influence without authority  
• Must be able to manage multiple priorities and project initiatives at the same time  
• Works well under pressure and possess effective time management skills  
• Strong computer skills in all Microsoft applications (Word, Excel, PowerPoint, Outlook email)  
• Working knowledge with Raiser’s Edge database or comparable financial development software or database management tool (preferred)  
• Exercise sound judgment with the handling and managing of confidential information

WORKING CONDITIONS:  
• Ability to work a 40-hour week with irregular work hours when necessary.  
• Ability to walk, stand, and sit (including on the floor) for long periods of time.  
• Exposure to communicable diseases and bodily fluids.  
• Must be able to lift and/or assist children up to 50 pounds in weight.  
• 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.  
• Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

There has never been a better time to join the YMCA of Charlotte! Our employees enjoy a diverse & inclusive environment and the opportunity to do cause-driven work to impact our communities through Youth Development, Healthy Living & Social Responsibility. If you are interested and have the skills and desire to make a difference, please continue by completing our online application. Thank you for your interest in our Y!  
  
The YMCA of Greater Charlotte reserves the right to remove a position at any time.

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