



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Tri-Cities Family YMCA Job Description

Position Title: **Fund Development Manager**

FLSA Status: **Fulltime**

Reports to: **CEO**

Revision Date: August 2021

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### POSITION SUMMARY:

This is a fully onsite position. Under the direction of the CEO, the Fund Development Manager is to lead staff in growing our fund development efforts including grant writing. Manage all aspects of the Annual Campaign, including administrative duties, event planning and donor management. A highly organized individual who give attention to detail and has the ability to prioritize as needed in carrying out fund development work and other assignments as directed.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### AREAS OF DIRECT RESPONSIBILITY

Fund Development

### ESSENTIAL OVERALL FUNCTIONS

1. Develop and execute the Tri-Cities Family YMCA's annual fundraising plan.
2. Secure financial support from individuals, foundations and corporations.
3. Develop and maintain ongoing relationships with major donors.
4. Overall management in collaboration with the CEO for various fundraising campaigns and events including appeals, donor and prospect communications, sponsor communications, pledges and thank you letters. Data and record keeping.
5. Plan and evaluate fundraising campaigns and activities.
6. Oversee grant seeking including research proposal writing, reporting and tracking.
7. Coordinate and supervise fundraising events and services needed; scope of event, vendor contracts, budget and stakeholders.
8. Remain current with fundraising trends and the nonprofit community.
9. Provide and maintain related statistics and reports for Y-USA, annual financial audit, grants and other initiatives.
10. Lead fund development committee of board and coordinate volunteer support for association events and programs.
11. Represent the Y at community events and meetings.
12. Model the Y's 4 core values and provide leadership to operations as needed.
13. Manage Public Policy plan.
14. Other duties as assigned.

## **QUALIFICATIONS**

1. College degree: related field preferred or equivalent combination of education and experience.
2. Community relations experience: 1-3 years
3. Working with staff/volunteers experience: 1-3 years
4. Excellent personal computer skills and experience with standard business software, including Microsoft Office. Donor management software experience preferred.
5. People skills, must have good interpersonal, public relations and excellent written and verbal communications skills, including the ability to make presentations and handle media inquiries.
6. Certifications to be completed within the first 30 days of employment:
  - a. Basic Life Support, First Aid, Blood borne Pathogen Certification
  - b. Child Abuse Prevention Training Certification.

## **LEADERSHIP COMPETENCIES:**

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

## **BASIC HOURS**

This is a fully onsite position. As scheduled and agreed upon Monday-Friday as well as special events, 40 hour work week.

## **ENVIRONMENT**

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings

## **HEALTH AND SAFETY REQUIREMENTS**

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

## **PHYSICAL DEMANDS**

Employee can demonstrate sufficient strength, agility, and mobility to successfully perform the essential functions of the position. 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.

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.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.