

YMCA of Greater Charlotte Job Description

Position Title: Senior Financial Development Officer – Resident Camps

Exempt: Yes

Branch: Association

Department: Financial Dev.

Grade Level: 864

Reports To: Director of Development

Incumbent: New Position

Date:

Responsibilities: Under the direction of the Association Office, with a dotted line to the Camp Executive Directors, and with great latitude for independent decision-making and a self-starter attitude, this position is responsible for all streams of fundraising at the resident camps, including capital campaigns, major gift fundraising, corporate gifts, foundation grants, planned giving, annual campaigns and alumni chapters.

Planning and Execution: The Senior Financial Development Director is responsible for an overall strategic plan for an integrated campaign model that supports the broad vision of the YMCA of Greater Charlotte and the specific vision of each resident camp location. The position is responsible for developing a plan, breaking it into its constituent parts, assigning responsibility for them and motivating staff and volunteers to reach their individual and group goals. Must be able to manage and execute multiple annual, capital and/or endowment campaign efforts simultaneously.

Volunteer Management: Responsible for multiple Boards and committees of each camp, as well as alumni chapters, campaign committees and other volunteer structures that assist with fundraising. Must direct the fundraising activities of lead volunteers, including the Chair of each camp Board of Directors, to assure the most effective methods of soliciting and receiving large gifts.

Staff Support: Responsible for the goals and activities of all junior fundraising staff in the two resident camps. Must direct and support the fundraising activities of camp staff to assure the most effective methods of soliciting and receiving large gifts.

Records Management: Responsible for directing appropriate data entry regarding all prospect research, family relationships, community relationships, prospect visits and phone calls, invitations, Board and volunteer responsibilities and other items of note that could be helpful in fundraising.

Reporting Structure: Must be able to manage the ambiguity of a direct reporting line to a central office with simultaneous responsibility to each camp.

Geographic Reach: The resident camps include Camp Thunderbird at Lake Wiley, SC and Camp Harrison at Boomer, NC.

Experience:

Bachelor's degree

7-10 years fundraising experience

7-10 years leadership experience

Experience soliciting and closing gifts of greater than \$10,000

Experience operating a capital campaign of \$1 million or more

Experience handling confidential information

Experience managing volunteers

Available for travel in and outside state

Resident Camp experience prefer

Skills:

Excellent organizational skills

Ability managing multiple projects

Executive Presence – ability to influence without authority

Excellent interpersonal skills to develop fruitful long-term relationships

Comfortable with public speaking

Effective oral and written communication skills

Math skills

Understanding of finance and business

Ability to use Raiser's Edge software

Flexible work schedule to attend events and meet deadlines

Proficiency in Microsoft Office products, especially Word and Excel

Activities:

Strategic Planning: Together with the Executive Directors of the resident camps, Director of Development and the SVP Financial Development, participate in the organization's strategic planning process to ensure integration of fundraising and philanthropy

Leadership & Management: Foster and support a culture of philanthropy across the organization

Supervise fundraising staff and influencing other camp staff who assist with elements of fundraising (Finance, clerical, Leadership, events, etc.)

Ensure sound administrative and management policies and procedures to support fundraising functions

Recruit, train and support staff, fostering professionalism and productivity

Donor Research: Develop a list of prospective donors by identifying individuals, corporations and foundations with capacity and propensity to give

Relationship Building: Initiate and strengthen relationships with key constituents through systematic cultivation, especially alumni chapters

Fundraising: Design and implement short and long term fundraising plans and budgets to support strategic goals

Message & Marketing: Coordinate with SVP Financial Development, Director of Development, Executive Director and Marketing the message for all campaigns and solicitations

Volunteers & Community Involvement: Develop and maintain relationships with volunteers and community groups, especially alumni chapters

Goals, Metrics & Evaluation: Conduct ongoing performance analysis of fundraising efforts, using appropriate standards, in order to identify opportunities, set priorities, resolve problems and inform future planning

Ethics & Accountability: Create, follow and train others to follow appropriate gift acceptance policies that reflect legal and ethical standards

Job Description Supplement/Position Facts

Annual Campaign Amount:

Thunderbird	\$160,000
Camp Harrison	\$175,000

Budget for Branch:

Thunderbird	\$4.4 million
Camp Harrison	\$1.5 million

Staff Supervised

Exempt	0
Non-Exempt	1
Volunteers	50 (2 Boards, fundraising volunteers)

Committee Responsibilities: Financial Development, Board Development, Moms on the Mountain

Community Relations: Civic Organization, Alumni Groups