



JOB DESCRIPTION

For applying, please go to www.ymcaoftedesert.org or Indeed. Please make sure to submit your resume.

YMCA of the Desert

43930 San Pablo Ave, Palm Desert, CA 92260

Office (760)341-9622

Fax (760)841-1964

Job Title:	Development Director
Incumbent:	
Department:	Development
Reports to:	CEO
FLSA Classification:	Exempt / Full Time
Supervises:	Yes
Created / Updated:	11/2021

POSITION OVERVIEW

The Development Director is responsible for the management and coordination of various fundraising programs and activities including annual campaign, events, planned giving and private foundation grants. Assumes a leadership role in all fundraising activities, and implements projects as assigned by the CEO. Builds relationships with and supports the members of the Board of Directors and community members to maximize their role in YMCA philanthropy.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Oversees the maintenance of information in the organization fundraising database;
- Works with Development Staff and management in achieving overall targets and goals;
- Assists with the development of written fundraising presentations;
- Cultivates and maintains excellent community relations;
- Responsible for providing leadership and training of fundraising volunteers;
- Attends community and regional events as required;
- Works with program staff to determine needs for funding;
- Provides overall strategic direction and research for the procurement of foundation grants;
- Ensures grant contract compliance; grant reporting process;
- Manages communication between the CEO and the Board of Directors;
- Serves as the staff liaison for the Fundraising Committee of the Board of Directors;
- Responsible for board calendar, by laws, board terms of service, meeting agendas, minutes and resolutions of the Board and Executive Committee meetings;
- Produces correspondence for the CEO as required;
- Responsible for adhering to all safety policies, rules and standard operating procedures established by the Family YMCA of the Desert;
- Provide strategic direction for the organization's overall fundraising goals and implementation plans, including management of all development activities related to Planned Giving support in conjunction with CEO;
- Collaborate with CEO, Director of Finance and Administrative staff to develop annual budget and revenue targets;
- Maintain timely and consistent contact with potential individual and institutional donors in order to establish, sustain and enhance positive relationships leading to an initial gift and repeated gifts;

- Develop clear lines of communication with all staff, volunteers and community members;
- Build a fund development culture throughout the organization;
- Develop and oversee a timely and relevant gift acknowledgement and donor recognition program;
- Monitor all revenue and expenses related to all fundraising activities, including Annual Campaign, events and Planned Giving programs;
- Represent the organization to the community and through professional functions as appropriate;
- Assume related tasks and responsibilities as assigned by the CEO.
- Leadership – Maintain a positive, upbeat role, promote and exemplify Company values and represents departmental objectives and interests to internal and external customers
- Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- Teamwork - Develop and promote teamwork and cooperation among co-workers
- Safety – Comply with established safe work practices and attend to all safety-related training provided or made available by the Company.
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree is required.
- 4 or more years' experience in fundraising for a non-profit.
- 2 or more years in experience in grant writing for a non-profit.

Required Technical / Other Skills and Abilities

- Excellent interpersonal skills
- Must possess positive human relations skills and ability to maintain quality relationships with donors, staff and volunteers.
- Experience in Microsoft Office and fundraising software

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached "*Physical Demands of the Position*".

CONFIDENTIAL INFORMATION

This position has access to confidential information –customer personal data, credit cards,

COMPANY FUNDS

This position has access to company funds: cash funds from events, debit card information,

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any

time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File

PHYSICAL DEMANDS OF POSITION

Job Title: Development Director Date: _____
 How many hours are worked per day? 8

When completing this form, look at the job from a typical/average workday perspective.

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires sitting 1/3 or more of the time

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

- ☐ Close Vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

List specific job duties that require the physical demands selected above:

Employee is regularly required to sit at a desk to complete computer based work, with occasionally walking and standing, especially at events, programs or community work. Employee is required to continually use hands to fingers, handle or fee, due to nature of typing or assisting participants. Employee will be required to carry, lift or move packages for events and planning, 10 lbs. frequently and occasionally 25 to 50lbs.