



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF SOUTH HAMPTON ROADS Job Description

Job Title: **Director of Development**
Department: Financial Development
Reports to: Chief Development Officer

FLSA Status: Full Time Exempt
Starting Salary: \$55,000-\$75,000
Pay Grade:

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.

POSITION SUMMARY:

The Director of Development is a key ambassador and fundraiser for the YMCA of South Hampton Roads, responsible for advancing a culture of philanthropy and securing resources to support our mission. Focused on our Chesapeake and Northeast North Carolina locations, this role will identify, cultivate, solicit, and steward donors while strengthening relationships between supporters, staff, and volunteers. The Director will manage annual giving campaigns, expand the pipeline for major and planned gifts, and play an integral role in preparing for a multi-million-dollar capital campaign.

The Director of Development reports to the Chief Development Officer. By working collaboratively with Executive Directors, Board volunteers, and the Development team, this role will help ensure that our Y continues to serve as a vital resource for families and communities across the region and will work closely and collaboratively with Executive Directors and Board volunteers at the Center level.

ESSENTIAL FUNCTIONS:

- Maintain and grow a personal portfolio of annual, major, and planned giving donors and prospects, with focus on those with capacity for increased support.
- Serve as the primary relationship manager for assigned donors, creating and implementing individualized cultivation, solicitation, and stewardship strategies.
- Ensure every donor in the portfolio has a clear engagement plan with defined goals and timelines.
- Align donor strategies with organizational priorities, ensuring consistency across annual, capital, and planned giving campaigns.

Campaign Strategy & Implementation



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- Collaborate with the Senior Director of Development and leadership team to design and implement comprehensive fundraising strategies, including annual and capital campaigns.
- Develop and manage campaign calendars, benchmarks, and reporting systems to measure progress and ensure goals are met.
- Create compelling donor-facing materials, including proposals, letters, presentations, and digital communications.
- Stay current on YMCA programmatic initiatives to effectively connect donors' interests with funding opportunities.

Center & Board Engagement

- Partner with Executive Directors and Center Boards to achieve fundraising goals, providing coaching, resources, and strategies for successful donor engagement.
- Support staff and volunteers in donor cultivation and solicitation, ensuring they are confident and equipped to participate in fundraising.
- Oversee timely and accurate donor recognition and reporting.

Events

- Plan, coordinate, and participate in donor cultivation and stewardship events in collaboration with the Development team.
- Represent the YMCA at special events and in the community, serving as a visible and inspiring advocate for the Y's mission.

Endowment & Planned Giving

- Partner with the Chief Development Officer to develop and implement strategies for identifying, soliciting, and stewarding planned giving and endowment donors.
- Assist in producing print and digital materials that promote legacy giving opportunities.

Analysis & Reporting

- Provide detailed donor and prospect reports to support fundraising strategies.
- Analyze giving data, campaign progress, and donor trends, offering recommendations for continuous improvement.

Additional Responsibilities

- Contribute to the development of best practices, processes, and systems within the Development team.
- Perform other duties as assigned to advance the YMCA's philanthropic priorities.

YMCA CAUSE DRIVEN LEADERSHIP COMPETENCIES:

- Philanthropy
- Communication & Influence
- Innovation
- Developing Self & Others



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QUALIFICATIONS:

- Bachelor's Degree or equivalent experience plus a minimum of 3 years (direct or equivalent) experience managing high level donor relationships with demonstrated success in closing gifts of \$1,000 and above.
- Ability to conceive, plan, and execute a major gifts program, including: annual giving, special events, and special projects/campaigns.
- Willingness to be hands-on in a role that is demanding and requires a high level of energy and professionalism.
- High level proficiency with Microsoft Office, including Word and Excel, and a working knowledge of search functions for donor research purposes.
- Superior interpersonal skills and ability to communicate professionally with a culturally diverse group of volunteers, co-workers and donors.
- Excellent organizational and project management skills and ability to prioritize workload in a timely manner to complete assignments with many deadlines and competing requirements.

PREFERRED ATTRIBUTES:

- Project and team management skills and experience.
- Ability to effectively plan and set priorities. Ability to manage several projects simultaneously while working under pressure to meet deadlines.
- Strong attention to detail, analytical, customer service, and presentation skills.
- Ability to become proficient in all forms of YMCA technology systems including SGA Pulse, Ceridian/Dayforce, Collabornation, Microsoft Office (Word, Excel, PowerPoint, Publisher) and Google Email).
- Ability to multitask, prioritize, and to work in a fast paced office environment.
- Exceptional written, verbal and interpersonal communication skills.

WORKING CONDITIONS:

- Is subject to frequent interruptions
- Will be in contact with all levels of staff, board members, guests, vendors, business associates, applicants, and visitors
- Must be able to work beyond normal working hours in order to serve the needs of internal customers, weekends and holidays as needed for early morning meetings, extended weekday meetings/trainings or weekend trainings/meetings

PHYSICAL REQUIREMENTS:

- May be required to walk, stand, kneel and stoop
- Continuous operations requiring attention to detail and multi-tasking
- Must be able to stand or sit for long periods of time
- Must be able to perform the duties of direct reports

BACKGROUND CHECKS:

An offer of employment is contingent upon receipt of satisfactory results to meet minimum



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requirements of the position. They may include criminal background and reference checks, E-Verify, drug test, driver's license record, and/or a Child Protective Services Check (CPS). Additional driver's license check, CPS, criminal background check, alcohol, and/or drug testing may be required to be processed in the future in order to meet and/or maintain the requirements of this position.

Visit www.ymcashr.org/work-y or [Click here to apply](#)