



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**LANCASTER FAMILY YMCA ASSOCIATION**  
252 Harrisburg Avenue, Suite 300  
Lancaster, PA 17603  
P.717-393-9622 F. 717-283-0083

## **DEVELOPMENT COORDINATOR**

The Development Coordinator will be responsible for providing support to the President/CEO, the Development Director and the Board of Directors. Responsibilities include drafting digital and written correspondence for all executive level correspondence, assisting in coordination and management of all advancement related meetings and calls, processing annual, capital and endowment donations, maintaining databases, and generating donor and campaign analysis and impact reports.

This position focuses on ensuring the executive and advancement staff and the Board of Directors function at a high level of productivity. The Development Coordinator is a key ambassador focused on administrative support through effective communication, coordination and meticulous data management. The role requires the ability to manage confidential information with discretion and communicate professionally and tactfully with staff, volunteers, guests and stakeholders.

Qualifications include a Bachelor's degree in related field or equivalent combination of education and experience. Candidate must have three or more years of related experience, preferably in fundraising and/or special event management. This is a full-time hourly, nonexempt position.

The Lancaster Family YMCA offers comprehensive benefits to include medical, dental, vision, disability insurances, life insurance and free family use of all facilities with program discounts. We also offer a retirement contribution upon eligibility as well as participation in a 403B savings plan at time of hire.

To apply, please submit a resume to: [hrdirector@lancasterymca.org](mailto:hrdirector@lancasterymca.org)  
For questions, contact: Emily Stednick, HR Director: [estednick@lancasterymca.org](mailto:estednick@lancasterymca.org)