



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

Job Title: **Campaign Director**

FLSA Status: Exempt

Reports to: President/CEO

Job Code: (unique to Y)

Job Grade: (unique to Y)

Revision Date: 5/16/17

The North Suburban YMCA has been working to strengthen our community in the areas of youth development, healthy living, and social responsibility for over 49 years. With an annual budget of \$4M, serving 15 communities, our Y serves more than 18,000 people annually. Our dedication to our community, and our staff, has garnered public acclaim and recognition, including Northbrook Chamber of Commerce's Small Business of the Year award (2013) and 9 North Shore Best awards (2017).

POSITION SUMMARY:

We are seeking an experienced, dynamic, and energetic Campaign Director to further advance the YMCA's charitable mission, and to position the YMCA as a "charity of choice" for the investment of donations within the local community. The Campaign Director serves as a member of the leadership team providing strategic leadership in financial development through the achievement of short- and long-term goals by developing and leading a comprehensive fund development program to include annual, capital, grants and planned giving programs, with an emphasis on major gifts.

ESSENTIAL FUNCTIONS:

- Directs, coordinates and actively pursues the association capital development, annual campaign, grant cultivation, corporate sponsorship, endowment, and other revenue-enhancement programs.
- Create and implement the comprehensive development plan consistent with the Y's Strategic Plan and update it on an annual basis. Manages resources and systems needed to carry out short- and long-term fundraising plans. Prepares progress reports that measure the achievement of goals and provides financial analysis for the CEO and the Board. Analyzes information to identify trends and patterns, evaluate strategies, and makes recommendations.
- Cultivates, solicits and provides stewardship to major gift prospects. Maintains database resource file on top community leaders.
- Provides leadership guidance to volunteers and strengthens relationships with lay leaders who assist in the identification, cultivation, and solicitation of major prospects.
- Provides training in fundraising to staff and volunteers as needed. Educates, motivates, and provides feedback to individuals related to best practices in the fundraising process.
- Establishes and monitors the financial development department's budget for the YMCA.
- Updates and maintains accurate, prompt, and appropriate prospect and donor information and other recordkeeping ensuring compliance with applicable laws and regulations.
- Develops communication plans in joint effort with marketing to insure members, participants, and the community understand the case for support, including press releases and advertisement information.
- Actively pursues and coordinates proposals for grants from government sources and private foundations.
- Manage all reporting for grants awarded; assure all reports are filed in full compliance.
- Represents the association in the community as required by the President/CEO.

QUALIFICATIONS:

- BA/BS degree and a minimum of 6 years of successful, proven experience in the field of financial development, raising significant funds from non event solicitations or other opportunities, working with major donors, goal setting, and assessment. Exceptional “people skills” and an ability to communicate and articulate the Y's mission is essential.
- Professional experience in the YMCA or another similar not-for-profit organization.
- This position requires a thorough knowledge of gift vehicles including planned, capital, and principle gifts, and the complexities required to cultivate, secure, and steward these funds. This position also requires a comprehensive understanding of non-profit institutions and the intricacies of engaging a wide array of constituencies in obtaining private support.
- Experience working with CEOs, board members, and staff to set development goals; creating participation and follow-through on contracts and activities is key.
- Proven success in securing foundation and government grants through direct research, cultivation, and/or writing leading up to the securing of the grants.
- High-integrity team player, results-driven, and flexible.
- Experience in seeking out new prospects and donor relationships, directing, and cultivating the stewardship process, and successfully closing gifts when appropriate.
- Quick thinker with a high energy level; able to manage diverse personalities within the development and board leadership.
- Outstanding organizational, administrative, and computer skills.
- Demonstrated ability of building strong and sustaining corporate-giving programs.
- Knowledge of social media and its use in gaining exposure for YMCA events and programs.
- CFRE or equivalent preferred; YMCA Organizational Leader certification preferred.

YMCA COMPETENCIES (Organizational Leader):

Mission Advancement: Incorporates the Y's mission and values into the organization's vision and strategies. Ensures community engagement; promotes the global nature of the Y. Leads a culture of volunteerism ensuring engagement, inclusion, and ownership. Leads a culture of philanthropy.

Collaboration: Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social circles with ease. Communicates to engage and inspire people within and outside the YMCA. Ensures that a talent management system is in place and executed effectively.

Operational Effectiveness: Possesses penetrating insight and strong strategic and critical thinking skills. Invests resources in well-designed innovation initiatives. Creates a structure to deliver organization-wide results to achieve objectives. Develops and implements stewardship strategies. Determines benchmarks and ensures appropriate leadership to meet objectives.

Personal Growth: Creates a learning organization. Effectively drives change by leveraging resources and creating alignment to expand organizational opportunities. Shares authority and demonstrates courage and humility. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Salary: range \$45,000 - \$55,000 depending on experience

Additional Compensation Details:

o Health and Dental, 8% retirement, vacation.

• HOW TO APPLY

• **Apply By Email ONLY:** hr@nsymca.org

• **NO PHONE CALLS.**

• **Send resumes, references, salary history**