



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

Job Title: **Campaign Director**

FLSA Status: Full Time

Reports to: President/CEO

Job Code:

Job Grade:

Revision Date: 9/25/17

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.

JOB DESCRIPTION:

Full Time position to effectively strategize, plan and implement the annual, capital and the 50th Year Anniversary campaigns and provide year-round initiatives raising maximum dollars to the NSYMCA. The individual will be responsible for cultivating individual donor relationships, leading fund development of annual, capital, grants and planned giving programs, all with an emphasis on major gifts.

ESSENTIAL FUNCTIONS:

- Primary manager and staff support for NSYMCA annual, 50th Anniversary and on-going campaigns.
- Participates in the development of campaign structure through which community-wide support for fundraising is achieved.
- Ensures the success of NSYMCA campaigns by providing year-round leadership and support to the CEO.
- Recruits, motivates, trains and manages key workplace campaign volunteers.
- Manages all staff and volunteers with campaign assignments in analyzing, organizing and executing the all campaign efforts.
- Develops and executes yearly work plans for assigned campaign responsibilities.
- Establishes performance measures, monitors results and produces evidence that demonstrates the effectiveness of the all campaigns.
- Maintains awareness of advancements in philanthropy and fund development, as well as the general fields of management and the not-for-profit sector.
- Keeps abreast of all Northshore business development including personnel changes.
- Cultivates support among community stakeholders for the purpose of acquiring new business and ensuring donor retention.
- Informs management and board volunteers of current workplace trends, issues, problems and activities in order to facilitate policy making. Recommends policy position concerning fund development.
- Serves as the liaison between Campaign, Marketing and Communications in the development of campaign marketing and advertising materials. Works closely with Finance Director in budgeting.
- Participates in ongoing, year-round, cultivation activities with volunteers and donors.
- Serves as backup to other Managers/Directors as required.

PERFORMANCE EXPECTATIONS:

- The individual is expected to plan and meet deadlines; maintain a flexible work schedule to meet demands of fast-paced organization; not be afraid to ask for funds directly; stay current with research; demonstrate initiative and work as a team player

North Suburban YMCA
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847-272-7250 www.nsymca.org

QUALIFICATIONS:

- Experience Required:
 - Bachelors Degree in PR, communications, or related discipline or an equivalent work history.
 - Minimum 5 years experience in resource development with direct fundraising experience. Computer literacy with campaign and account management software systems is essential.
- Skills Required:
 - Strong customer relationship skills; solid public speaking experience; strong critical and strategic thinking skills as well as creative problem solving; excellent written communication; strong project management skills with timely and consistent follow-up; ability to work independently and as a team; ability to work with many interruptions; ability to analyze data and trends; extensive knowledge of computers and software, especially donor database applications.

Salary: depending on experience

Additional Compensation Details:

- Health and Dental, 8% retirement, vacation.

• **HOW TO APPLY**

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

• **NO PHONE CALLS.**

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