



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

Job Title: **Campaign Project Manager**

FLSA Status: Part 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:

Part time position to effectively strategize, plan and implement the 50th Anniversary campaign raising maximum dollars for the NSYMCA. The individual will be responsible for cultivating individual donor relationships, leading fund development of campaign with an emphasis on the strategic project events.

ESSENTIAL FUNCTIONS:

- Primary manager and staff support for NSYMCA 50th Anniversary campaign.
- 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 for the 50th Anniversary campaign and events.
- Manages all staff and volunteers with campaign assignments in analyzing, organizing and executing the all campaign efforts for the 50th Anniversary campaign.
- Develops and executes yearly work plans for assigned campaign responsibilities.
- Keeps abreast of all Northshore business development for the 50th Anniversary campaign.
- Cultivates support among community stakeholders for the purpose of acquiring new business and ensuring donor retention.
- 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

QUALIFICATIONS:

- 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.

North Suburban YMCA
2705 Techny Rd, Northbrook, IL 60062
847-272-7250 www.nsymca.org

Salary: 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**