



DEVELOPMENT DIRECTOR POSITION POSTING

Division/Department: Administrative

Job title: Development Director

Type of position:

- Full-time
- Part-time
- Temporary
- Contractor
- Intern

Hours: 40/week

- Exempt
- Nonexempt

Reports to: President/CEO

Supervises: n/a

General Description: Leads the fund development work of the YWCA by researching and cultivating relationships with individuals, corporations, foundations, and organizations regarding major financial support and ensuring long-term financial support; soliciting and increasing gifts from individuals, corporations, foundations and organizations to support the mission of the YWCA; preparing strategies and proposals to develop such relationships and contributions; and working with committees to plan major fundraising events, i.e. YWomen in Careers and Yuletide Market.

Responsibilities:

- Meets or exceeds annual fundraising budget for YWCA.
- Provides leadership and creativity to develop successful special events and projects for fundraising efforts.
- Leads the YWCA's participation in giving including mission membership, direct marketing, annual giving, planned giving supporting of the identification and cultivation of current & future major donors.
- Provides key input & assistance to the President/CEO, Fund Development Committee, and the Board on donor development & retention.
- Develops targeted approach to increase major gifts and grants from individuals, corporations, foundations and organizations in support of YWCA programs. Identifies, cultivates, and solicit gifts from current donor base and potential donors.
- Assists in the recruitment, training, and preparation of YWCA leaders to solicit major gifts from individuals, corporations, foundations and organizations.
- Maintains & provides regular reports and information regarding the status of events and giving.
- Coordinates the development and implementation of all marketing and public relations to increase visibility of YWCA.
- Successfully manages Fund Development software to support fund raising and events and generates relevant & accurate reports of same in a timely manner.
- Generates timely and accurate materials and reports used to manage friend raising and fund raising.

Qualifications:

- Bachelor's degree.
- Proven successful development history.
- Project management skills.
- Excellent organizational and analytical skills; communication skills, in person and in writing.
- Ability to follow and relay complex instructions and information between the President/CEO and various individuals.
- Ability to multitask and handle multiple projects effectively and efficiently while meeting deadlines.
- Strong team player.
- Proficiency with Fund Development/Donor software, QuickBooks, MS Office, and Social Media platforms.
- Must be able to use own personal vehicle, have a valid Texas Driver's license or ability to attain one within two days of employment, have a good driving record, and be 25 years or older for YWCA insurance compliance and carry the minimum state liability insurance.
- Ability to walk, bend, stoop, twist at the waist, reach, climb stairs and lift a minimum of 30 pound.

Preferred:

- Bachelor's Degree in Communication, Marketing, Public Relations, Business or related field.
- Minimum of two (2) years successful fund development experience in non-profit.
- One year experience as the primary staff member responsible for fund development.
- Training, experience or course work in development, public relations, marketing, and business administration is highly desirable.
- Experience with graphic, web design, and video conferencing software.

To apply, submit application, resume and 2 Letters of Reference from past supervisors to:

YWCA Administrative Office
4601 Corona Drive
Corpus Christi, TX 78411
361-857-5661 ext. 104
361-857-0254 (fax)

Email: ywacc@ywacc.org

Download job application from: <https://ywacc.org>