

YMCA OF THE PIKES PEAK REGION

APRIL 2016

POSITION: Development Coordinator

JOB CODE: AO 0404

POSITION DESCRIPTION:

As a leading non-profit in the Pikes Peak Region, the YMCA Development & Marketing team is looking for a highly organized and detail oriented **full-time** team member to ensure a high quality giving experience to the YMCA. The Development Coordinator is a key organizational ambassador focused on stewardship and donor relationships through excellent data management, organization, and communication. The YMCA Strategic Plan calls for the Y to be the charity of choice in our community, deepening the impact of our cause which is to strengthen the foundation of our community. This position will support all annual, capital and planned giving efforts under the direction of the Vice President of Marketing & Development. The Development Coordinator will position the Y as the charity of choice and expand the Association's capacity to effectively fulfill the Y Cause.

MINIMUM CRITERIA FOR CANDIDATES:

- Minimum age of 18 years old
- 4 years + work experience in executive or non-profit administration
- Bachelor's degree in related field preferred
- All YMCA staff positions require certification in CPR/AED-Professional Rescuer, First Aide and Oxygen Administration. Preferred candidates will have current certifications however training is available.

Technical Skills:

- Need to understand , articulate and demonstrate the importance of philanthropy in the YMCA
- Must possess superior verbal, written and interpersonal communication skills with strong organization and attention to detail
- Advanced computer and Microsoft office skills (Word, Excel, Power Point, Publisher) are required, including internet research platforms
- Handle multiple projects and/or tasks simultaneously with the ability to prioritize while working independently. Problem solving and analysis of data are important.
- Must possess excellent customer service, relationship building and teamwork skills. An ability to handle and maintain confidential information is required.
- Demonstrates a commitment to the YMCA character development values of caring, honesty, respect and responsibility

KEY FOCUS AREAS:

- Provide a communication and quality assurance link for staff between the YMCA Centers and the Development Office to ensure accuracy of information on all platforms. Ability to identify gaps and address in a positive manner through training or new process implementation will be key.
- Database administration for annual, capital, planning giving and grants to include entry of gifts, acknowledgement, reporting, invoicing and analysis of trends
- Ensure giving to the Y is a positive experience using knowledge of organizational practices and policies. Plan, initiate, prepare, and distribute correspondence with staff, volunteers and donors, maintain follow-up, and coordinate internal projects. Ensure communication is done in a timely manner, recognizing and addressing friends of the Y in a personal manner.

- Stay up to date on donor and giving trends, providing resources to assist the Y in becoming the partner of choice in collaboration efforts to better serve our community. Research and document charitable giving on a national and local level.
- Strategic and thorough record administration and file management to ensure operational efficiency
- Team support for all events run out of the Executive Office to include Annual Meeting, donor and volunteer recognition and various fundraising events.

SALARY RANGE:

\$14 - \$17 per hour plus 12% retirement benefits after eligibility requirements are met

TARGET DATES FOR PROCESS:

Deadline for resumes.....(4/28/2016)
 Interviews anticipated.....(Week of May 9)
 Decision anticipated by.....(5/19/2016)
 Position start date.....(as soon as possible)

For additional information on this job posting, please contact Kylie Aldaz, Director of Talent Management, at kaldaz@ppymca.org or (719) 329-7219.