



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Central Connecticut Coast YMCA Position Announcement**

Job Title: Development Associate  
Salary Range: \$32,000 - \$38,000 per year  
FLSA: Non-exempt – Full-time

Reports To: Annual Campaign Director  
Work Location: Association Office  
Work Schedule: M-F 8:30am – 5:00pm w/ flexibility as needed

### **A Career with a Cause:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

**We are welcoming:** we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **Position Summary:**

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Development Associate at the Central Connecticut Coast YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined and also builds the community's understanding of the YMCA's cause and impact through financial development, operations support and systems management.

### **Salary and Benefits:**

- Salary Range: \$32,000 - \$38,000 per year
- YMCA Retirement Fund Contribution: 12% once eligible
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Manages data entry and development administrative support.
- Identifies Annual Campaign grant opportunities and manages annual grant calendar to ensure timely proposals and reporting.
- Assist in developing Annual Campaign materials to execute campaigns.
- Work closely with development teams to identify ways to recruit donors, foster effective and stewardship that builds strong branch communities and engagement.
- Develop, implement, and monitor a stewardship program for Major Gift Donors assuring regular communication and contact that will lead to donor loyalty with the Y.
- Support content development, testimonials, and impact stories to be captured and shared via print and in social media.
- Explore and launch new opportunities for online fundraising growth.
- Work with the Annual Campaign Director to assure the planned tasks outlined in the Development Plan are completed and on track.
- Use Daxko data entry system collect and update records with contacts, information and other information, as appropriate.
- Develop and run weekly reports on progress towards AC goals using Daxko and Excel.
- Follow all YMCA policies, procedures, and guidelines.
- Attends all mandatory development meetings and trainings.

### **YMCA Leadership Competencies:**

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community

**Experience, Education, and Qualifications:**

- Associates degree preferred with at least two years of related experience.
- Demonstrated success and experience in fundraising and project management.
- Advanced knowledge of computers and Daxko systems, including Microsoft Suite (Excel, Outlook, PowerPoint) and comfort learning new technology.
- Understanding of the nature and purpose of the YMCA and the respective roles of volunteers, donors and staff.
- An ability to work collaboratively within a complex and fast-paced team environment is critical.
- Demonstrated history of analyzing data to draw conclusions.
- Knowledge/clear understanding of fundraising techniques and strategies.

**Trainings & Certifications:**

- Must complete New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Blood-borne Pathogens, Employee Safety, and Hazard Communication trainings prior to initial start of position.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Development Associate be committed to delivering high quality results and leading the organization in strong financial development.

- Members, Community and Staff become more informed, confident, and comfortable with the Annual Campaign.
- Development efforts are conducted according to the YMCA of the USA standards.
- Development strategies align with the mission and values of the YMCA.
- Successful Annual Campaign of the Central Connecticut Coast YMCA is achieved.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Websites for More Information:**

[www.cccymca.org](http://www.cccymca.org)

[www.brbc.org](http://www.brbc.org)

**Application Information:**

Submit a cover letter, resume, and four references by March 22, 2019 to Amy Wiltsie, Annual Campaign Director at [AWiltsie@cccymca.org](mailto:AWiltsie@cccymca.org)