

**YWCA Greater Flint  
Development Director Job Description**

**Full-time; Salary Range: \$65,000 - \$80,000, commensurate with experience**

**Please submit cover letter and resume to: [mrosynsky@ywcaflint.org](mailto:mrosynsky@ywcaflint.org)**

The YWCA Greater Flint has served the Flint and Genesee County area since 1908, responding to the evolving needs of women and children throughout the decades. The mission of the YWCA is eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Currently the YWCA is the only agency that provides comprehensive services for victims of domestic violence and sexual assault in Genesee County. Services include: a 32-bed temporary shelter for victims and their minor children, victim advocacy and court support, crisis intervention, rape kit examinations, and a 24-hour crisis helpline. Building on this important work and partnerships with community agencies, the YWCA will be offering new educational and developmental programs as part of the Women's Empowerment Center, scheduled to open in 2022. The Women's Empowerment Center will include: new physical spaces for girls and women to gather and learn; a curriculum focused on racial and gender equity and women's leadership and empowerment; and sessions designed specifically for girls and women, intergenerational family teams, and community partners.

The YWCA is committed to changing the staggering statistics about women and girls, specifically the rates of high unemployment, low graduation, high crime, teen pregnancies, and reports of domestic violence. To help ensure the longevity of programs and services that will make a difference in the lives of girls and women, and our greater community, the YWCA is seeking a Development Director.

Reporting to the CEO, and in partnership with staff and the Board of Directors, the Development Director leads the strategic direction and overall management of fundraising initiatives and special events. This individual will be responsible for planning and implementing strategies to secure donors and contributions in support of the organization, provide oversight of the fund development program, monitor development activities and address issues that may hamper growth and success.

**Responsibilities:**

- Develop and implement a comprehensive development strategy that enables the YWCA Greater Flint to fulfill its mission, complements revenue and spending cycles, and reflects a keen awareness of local, regional, and national donor attributes and giving seasons.
- Cultivate and maintain donor relationships, including:
  - Building and managing a broad base of individual donors. Efforts include conducting in-person cultivation, solicitation, and stewardship meetings with donors and prospects, special events and other strategies.
  - Making donor stewardship a priority. Setting the overarching direction, establish metrics, and lead donor cultivation and solicitation efforts, modeling balanced persistence and the ability to

close the deal. In partnership with the CEO, securing and stewarding major individual donors and corporate sponsors.

- Working with the CEO and Board of Directors to develop and implement strategies for major gift donors and prospects. Serving as staff liaison to the Fund Development Committee to inspire maximum participation and engagement in development efforts, leveraging the resources, talents, and networks.
- Coordinating fundraising/donor events, and donor prospect gatherings.
- Planning and managing direct mail appeals annually.
- Oversee the successful implementation of annual fund-raising campaigns and events, including the identification of sponsors and new donors.
- Represent the organization to funders and community partners, and participate in community events and public functions to represent the organization and actively engage donors, prospects and key stakeholders, including community partners in health care.
- Research and cultivate new funding opportunities
- Increase giving through digital platforms and the use of social media and technology in fundraising
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program, and prepare reports.
- Manage donor data, gift processing, timely gift acknowledgements, and appropriate donor gift recognition
- Maintain and build donor portfolios including accessing and analyzing data in Bloomerang.
- Work with the Finance Department to reconcile donor database numbers with financial reporting.
- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's values, vision and mission.
- Maintain accountability and ensure compliance with all regulations and laws as well as the code of ethics for fundraising professionals.
- Keep abreast of developments in fund development and philanthropy.

**Requirements:**

The Development Director should embrace, and be able to authentically represent, the YWCA's mission, vision, and values and have the following experiences and qualifications:

- Bachelor's degree required.
- 3-5 years of fundraising experience required, preferably for non-profit organization.
- Proven ability for bringing together people and units within an organization to towards a shared vision and goals.
- Demonstrated success in personally cultivating, soliciting, and securing major and lead gifts; developing and sustaining strong relationships with the Board of Directors, program leadership, colleagues, and stakeholders.
- Proven ability to secure financial support from diverse sources – including major donors, foundations, and corporations.
- Strong external networking, relationship and leadership skills.
- Demonstrated initiative and follow-through in executing projects from initial stage through completion, including tracking and reporting.
- Ability to use donor databases and set strategy based on data analytics.
- Knowledge of digital platforms and the use of social media and technology for fundraising.
- Excellent verbal and written communication skills.
- Ability to work well as part of a team and independently.