



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY AWAITS

ANNUAL CAMPAIGN DIRECTOR STURGEON BAY PROGRAM CENTER

The Annual Campaign Director will be an integral part of fulfilling our organization's mission by creating and implementing a plan to cultivate relationships and increase the presence of our cause and good work in the community. The Annual Campaign Director will provide and implement the annual giving plan, which includes several special events. Supervision, budgeting, and financial reporting are also key elements of this position. GIVE...For a Better Us.

Starting Wage:

- \$30,000-\$35,000 Annually

Hours:

- Full-time, Exempt
- 40-45 hrs/wk, flexible scheduling

Applications being accepted until May 15th, 2019. APPLY TODAY!

Please visit doorcountyyymca.org for a full job description, and a list of other opportunities or to download an application.

WORK AT THE Y!



MEET BECCA

"I started at the Door County YMCA in February 2019 as the Grant Manager and Administrative Support Associate. This position allows me to spend time researching grant opportunities and securing funds that will benefit the Door County YMCA, which fits well with my passion for helping in the community. I am grateful for everyone here at the Y being so friendly and welcoming as I learn the ins and outs of the organization and how I can provide support with my knowledge and skills."

GENEROUS PAID TIME OFF

OUTSTANDING BENEFITS

FREE Y Membership and program discounts

CHILD CARE DISCOUNTS

Including Full Day Child Care, School Age and Day Camp!

IT'S FUN!

There is something new and exciting happening every day at the Y!

HEALTH INSURANCE

A variety of insurance packages are available.

CAUSE DRIVEN

Work with passionate people and help make our community a better place!

DOOR COUNTY YMCA | www.doorcountyyymca.org

Northern Door Program Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949

Barker Child Development Center
1743 Egg Harbor Road, Sturgeon Bay, WI 54235
920-818-0691



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

DOOR COUNTY YMCA

Job Title: **Annual Campaign Director**

Job Code: SBFDV

FLSA Status: Exempt; Full-time

Job Grade: Exempt

Reports to: TBD

Revision Date: 5/3/2019

Leadership Level: Multi-Team Leader

Primary Function/Department: Administration

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Annual Campaign Director is responsible for the overall strategy, direction and management of the association's Annual Campaign, including supporting Special Events. The overall focus is to deepen relationships, develop an annual giving plan, cultivate donations, direct grant funding and manage volunteers.

OUR CULTURE:

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. **We are welcoming:** we are open to all. We are a place where you can belong and become. **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.

ESSENTIAL FUNCTIONS:

1. Focus on building relationships and passionately telling the "Y" story thereby increasing our presence in the community and driving our revenue through increased philanthropy.
2. Direct the Annual Campaign to ensure the organization reaches the campaign goal with the goal of continually building the donor base and increasing the size of the donor's gifts. Provide support to all of our fundraising efforts including Capital, Endowment, Grant Writing, In Kind Gifts and Sponsorships.
3. Through on-going development, strengthen the fund raising skills of staff and volunteers participating in campaign(s) to assure that they are well prepared, confident and enthusiastic about soliciting donors and/or prospects.
4. Develop and maintain excellent administrative and back office systems to assure that campaigners are well supported and data is timely and accurate. Special emphasis is placed on efficient and effective use of technology to manage data and support all fund raising campaigns of the association.
5. Manage, promote and coordinate the organization's primary special events which pertain to financial development.
6. Supervise, mentor, and train the Grant Manager. Assure that prepared grant applications and proposals are comprehensive, compelling, accurate, and tell the Y story prior to submission. Assure that follow-up reporting is timely and requirements are met.
7. Supervise, mentor, and train the Volunteer Coordinator to shape the volunteer experience so that volunteers feel empowered in their roles and their work is meaningful to the organization. Assure that volunteer opportunities are promoted to support the work of the YMCA and volunteers are recognized for their efforts.

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 **P** 920 743 4949 **F** 920 743 8812

NORTHERN DOOR PROGRAM CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 **P** 920 868 3660 **F** 920 868 9970

8. Manage an annual budget which provides sufficient funding to meet the budget requirements of the Association.
9. In conjunction with the marketing team, plan and organize all donor relation marketing and communication via print, email, social media, audiovisual, website, etc.
10. Work with regional financial development group; attend regional meetings as scheduled.
11. Perform other special projects and assignments as directed by supervisor and/or CEO.

LEADERSHIP COMPETENCIES:

1. Philanthropy
2. Innovation
3. Communication and Influence
4. Developing Self & Others

QUALIFICATIONS:

1. Bachelor's degree in marketing, public relations, business administration or related field is necessary.
2. Two or more years of experience in the area of financial development or mission advancement is preferred.
3. Proficiency in Microsoft Office is required, as well as database management; CRFE Certification, Wealth Engine, and/or Raiser's Edge experience is a plus.
4. The successful candidate will have passion for the organizations cause; experience supervising staff, managing a budget, and creating an annual fund raising plan is desired.
5. Certifications: Community CPR with AED and First Aid, as well as Child Abuse Prevention within 90 days of hire.
6. Excellent people skills and strong written and oral communication are essential, as well as a proficiency in Microsoft Office. Good listening skills and the ability to articulate a concise message are key facets to the success of this position.
7. Knowledge and understanding of community resources and ability to engage and partner these resources with the YMCA to meet strategic objectives.
8. Excellent verbal and written skills are essential, as well as, experience with computer software and use of social media.
9. The ability to work effectively with staff, volunteers and committees will be required as well as the ability to be innovative and adaptable.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
3. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
4. The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____