

Silver Bay YMCA
87 Silver Bay Road
Silver Bay, NY 12874

Position Title: Development Director
Reports to: CEO
Classification: Exempt

MISSION

The mission of Silver Bay YMCA of the Adirondacks is to offer all people opportunities to renew, refresh and nurture their spirit, mind and body.

VISION

The vision of Silver Bay YMCA of the Adirondacks is to be an outstanding conference and family retreat center that provides quality services in a historically rich setting and is recognized as a welcoming community that connects generations, develops leaders, creates world mindedness, and feeds the soul.

GENERAL FUNCTION

The Development Director is responsible for raising/increasing Annual, Capital and Planned Gifts for Silver Bay YMCA. The Director will manage all donor cultivation and solicitation activities including major gift strategies, direct mail appeals, volunteer efforts, special events, and donor/member fundraising communications.

Additionally, the Development Director is responsible for overseeing the development database, as well as supervising gift processing and acknowledgements.

He or she will act as a leading advocate for and steward of Silver Bay's mission, by helping maintain and grow Silver Bay's mission based community outreach programs.

The Development Director acts as the liaison for several Silver Bay volunteer member groups, coordinating needs and requests.

PRINCIPAL ACTIVITIES

1. In coordination with the CEO, establishes annual financial development goals and strategic fundraising plans.
2. Directs all donor cultivation, solicitation, recognition, and stewardship.
3. Oversees and manages all grant writing, including but not limited to, grant budget and proposals, research, writing, and decision making.
4. Communicates the impact of Silver Bay's mission and the importance of our financial supporters through (e.g.) newsletters, the Annual Report, direct mail appeals, email newsletters, social media and other mediums.
5. Proactively provides fund raising reports and donor prospect research to the CEO and the Board of Trustees.
6. Initiates and successfully engages members, guests, and staff through on-campus activities.
7. Initiates, coordinates and plans special events, including but not limited to: multiple Regional Gathering(s), Donor Reception(s), Annual Golf Tournament, Next Generation Party, White Birch Reception(s) and other new events.
8. In coordination with the CEO, manages, strengthens, and develops mission based outreach programs for the community.
9. Oversees the donor database, Raiser's Edge, and ensures all gift acknowledgements are sent out in a timely manner.
10. Supervises the Development Office Assistant as well as a summer intern.

11. Is the owner for the bi-annual Silver Bay member newsletter, *Bay Windows* and solicits, assigns and contributes content for same.
12. Serves as staff liaison to assigned committee(s).
13. Stays informed through self-study, research, and conference or workshop participation on current trends in financial development.
14. Maintains a work schedule, including some weekends and holidays, to ensure the Development Department's tasks and goals are met.

REQUIRED SKILLS

1. Bachelor's Degree required and a minimum of three years' experience in a Development Director or related position, preferably at a nonprofit organization.
2. Strong professional background in achieving and succeeding organizational goals.
3. Exceptional and persuasive oral and written communication skills.
4. Knowledge and experience in fundraising management and strategy;
5. Knowledge and experience in event planning and implementation.
6. Knowledge and experience in managing and motivating volunteers.
7. Database management experience – Raiser's Edge preferred.
8. Proficiency in Microsoft Office.
9. Hardworking, persistent, dependable, flexible, self-starter and team oriented.
10. Positive and enthusiastic; enjoying the challenge of "growing the business."
11. Ability to work and thrive in a fast paced, open, evolving and team environment.
12. Excellent organizational and multitasking skills.
13. Ability to work and thrive in a fast paced, open, team environment.
14. Flexibility in days and time work; understanding several summer weeks require increased on-site presence and actions.
15. Ability to be trusted with sensitive and confidential information.

PREFERRED SKILLS

1. Experience writing grant proposals, budgets, and performing grant research.
2. Marketing design experience.

BENEFITS: In addition to a competitive salary and benefits package with includes a generous retirement plan, the selected candidate will join the Silver Bay "EMP" community, which consists of full time, part time and seasonal employees. As an EMP, the selected candidate will receive a YMCA membership and access to all Silver Bay programs.

Please submit cover letter, resume and 3 references to our Chief Executive Officer, at hjay@silverbay.org