



Silver Bay YMCA

Position: Development Office Assistant

Position reports to: Development Director

Classification: Full-Time/Seasonal/Non-Exempt

General Function: The Development Office Assistant is the face of the Development Department at Silver Bay YMCA. They will be an integral person in the life of the Development Office and must have the desire and capability to work collaboratively with their director and colleagues. The person best suited for this job enjoys people and enjoys seeing a job done well and done to completion. Most importantly, this person needs to understand the principles of donor centered stewardship. This individual must have the belief that philanthropy is a partnership between a donor and an organization that pursues and achieves common goals, goals that are established by mutually cherished values. The ideal candidate is discreet, able to handle confidential and sensitive information in accordance with Silver Bay policies, and is an individual beyond reproach. This opportunity is highly visible in the Silver Bay YMCA community and will provide opportunities to learn many aspects of the business of development. Silver Bay sees this position as a harbinger to a larger role in the Development Office contingent upon a person's success in this position.

Requirements:

- High School or equivalent degree required
- Bachelor's degree preferred
- Experience in an administrative or any financial development position preferred, preferably in a not-for-profit development office.

Principle Activities:

- Ability to work both autonomously and collaboratively in a variety of situations.
- Ability to handle confidential information with discretion and sensitivity.
- Ability to present information concisely and effectively, both verbally and in writing.
- Exceptional verbal and written communications skills.
- Mastery of Microsoft Word, Excel, and PowerPoint.
- Excellent interpersonal skills with the ability to build relationships with stakeholders, including staff, trustees, external partners, volunteers and donors.
- Ability to handle multiple tasks at once.
- Strong attention to detail and organizational skills.
- Ability to organize and prioritize work.
- Experience with Raiser's Edge gift entry and reporting is preferred. If the candidate does not have experience with Raiser's Edge, they must possess an ability to learn how to use the Raiser's Edge database to satisfactorily perform their job. Their education will be through an independent study program with the goal of the certification in the weeks following their hire.



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Work Responsibilities:

- Performing the tasks of gift and data entry. This includes but is not limited to: Accurate gift entry for all constituents using the Raiser's Edge database, creating gift batches, saving electronic copies of required documents and mailing gift acknowledgments.
- Creating and running financial, constituent and activity reports and queries from Raiser's Edge.
- Assisting in the organizing, planning and administration of Silver Bay events throughout the year.
- Promoting and administrating for Silver Bay's Community Outreach Programs which currently include Cancer Respite, Military R&R and Vacations Made Possible.
- Providing clerical support for the Development Director while assisting in coordinating the fundraising efforts of the Department.
- Work cross-departmentally with the CEO, COO, and CFO's offices to provide Raiser's Edge reports as needed and to assist colleagues in a collaborative manner.
- The position will require the individual to work selected weekends and evenings during the year especially in the months of July and August.
- The above task responsibilities are not exhaustive and additional tasks and functions may be required.

Submit Applications to:

hjay@silverbay.org

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www.silverbay.org