

## YMCA of Middle Tennessee Job Description

**Title:** Foundation Specialist  
**Department:** Philanthropy  
**Center:** Association Services

**Date:** 01/18/2012  
**Status:** Hourly / non-exempt  
**Hay Points/Grade:** 6  
(post \$11.60 to \$13.05 per hour DOE)

**Summary:** Consistent with the Christian mission and Hope for Life Vision of the YMCA of Middle Tennessee, and in cooperation with other YMCA staff, under the direction of the Senior Vice President, Philanthropy, the Foundation Specialist provides administrative support to the YMCA's planned giving efforts. The Foundation's planned giving efforts are overseen by the Senior Vice President Philanthropy. Although it is expected that the vast majority of the position's responsibilities will be with the YMCA Foundation, from time to time it may involve assisting the Philanthropy Team with various administrative tasks.

The YMCA Foundation of Middle Tennessee holds the YMCA's endowment and conducts the YMCA's planned giving program. The Foundation Specialist plays a key role in enhancing the efforts of the Foundation as it seeks planned gifts and an increase in the endowment. The Specialist will keep the books and records of the Foundation, organize Foundation Board and committee meetings, plan and implement two special events each year, and interact with donors, Foundation Board members, outside advisors, vendors and other YMCA staff members.

### Duties and Responsibilities:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Intake and acknowledge gifts to the Foundation
- Maintain donor and other Foundation records, including a variety of Excel spreadsheets
- Review invoices and pay Foundation bills, track Foundation expenditures, including the calculation and paying of distributions from Designated, Undesignated and Philanthropic Funds
- Prepare, proof and mail a variety of communications, including tax receipts and thank you letters to donors, birthday cards, quarterly newsletters, periodic marketing pieces, notices to the Foundation Board, and minutes of Board and committee meetings
- Plan and execute quarterly Board meetings, the annual Heritage Club dinner, and periodic committee meetings and planned giving seminars (including reserving space, determining number in attendance, arranging audio/visual equipment, arranging meals, taking minutes, setting up and operating laptop computer and projector)
- Various duties in connection with special events, including seminar series, Women's Luncheon and Heritage Club dinner
- Coordinate Foundation Board activities, including meetings, committees, minutes, etc.
- General administrative support for Foundation activities

### Education / Experience Required:

- Minimum 18 years of age
- High school diploma or equivalent
- Experience with Word, Excel, PowerPoint
- Financial development experience preferred; YMCA experience preferred

### Certifications Required:

- Pre-hire: complete YMCA of Middle TN application for employment, new hire packet and Praesidium Child Abuse Detection / Prevention training
- Upon hire: CEO parts 1 and 2

### Knowledge, Skills, and Abilities Required:

Experience in a field requiring meticulous attention to detail (such as bookkeeping, paralegal, research or high-level administrative work) is a plus. At least light bookkeeping experience is required. S/he should also have the ability to think in the abstract, solve problems, make decisions, instruct, evaluate, and remember. The ability to handle sensitive information in an ethical and confidential manner is expected and required. Excellent interpersonal, organizational and written communication skills are essential. Commitment to the mission of the YMCA is also essential. The Specialist must be well organized, very detail oriented, and computer literate – particularly with Microsoft Word, Excel, and, to a lesser extent, PowerPoint. The abilities to interact pleasantly with donors and co-workers, handle multiple projects simultaneously, and meet deadlines are keys to success. The ability to work successfully as a member of a team while retaining initiative and independent accountability for completion of projects is a high priority. While normal working hours are required, this position will occasionally include early morning and evening and/or weekend work, particularly in connection with the seminar series and the Heritage Club Dinner.

### Physical Working Conditions:

While performing the duties of this job, the employee may be required to stand; walk on uneven surfaces; sit; handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must be able to lift up to 25 pounds. The employee may be exposed to weather conditions prevalent at the time. The noise level is usually minimal to moderate.

*This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA of Middle Tennessee reserves the right to review and adjust this job description as business needs dictate.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Respond to Jenny Vazquez at [jvasquez@ymcamidtn.org](mailto:jvasquez@ymcamidtn.org) – No phone calls please.