

YMCA of Middle Tennessee Job Description

Title: Vice President for Annual Giving
Department: Philanthropy
Center: Association Services

Date: 01/01/2012
Status: Exempt
Hay Points/Grade: 1176 (\$2,490 - \$3,122 DOE)

Summary: The Vice President for Annual Giving is the YMCA of Middle Tennessee's chief development officer for annual efforts, and provides development leadership and vision for the Annual Giving Campaign (AGC). The Vice President is responsible for meeting the Association's annual giving goal, directly managing three to five Center campaigns, and overseeing all Center and program specific campaigns, coordinating and communicating with Center leadership for the AGC. Working in a team environment, the Vice President will develop fundraising strategies needed to carry out the strategic goals of the Association, and provide leadership for the Association's comprehensive AGC, with supporting goals and tools. The Vice President also works closely with all members of the philanthropy team, Center Directors, and other staff leadership, supervises the Association's Regional Development Directors, and reports directly to the Sr. VP Philanthropy.

Duties and Responsibilities:

- Model the YMCA character values of caring, honesty, respect and responsibility through your actions and conversations with members.
- Supervise, train, empower and develop a strong Philanthropy staff team and department.
- Provide leadership and coaching for the training and development of the Association's Regional Development Directors, as well as staff and volunteer training as it pertains to the AGC.
- Work with Sr. VP of Philanthropy and CEO to coordinate major gift requests as needed with Association and Foundation Boards.
- Work closely with Center Directors, members of the Philanthropy Team and key volunteers to implement unified AGC calendar, emphasizing personal solicitation, with limited dependence on special events as a significant portion of AGC revenue.
- Implement fundraising "best practices" related to Association's AGC program, to include effective and efficient mission focused events, and strategies to increase number of campaigners and the number of donors Association-wide.
- Implement "Moves Management" program across the Association to build strategies to move donors to higher giving levels.
- Maintain adequate records to evaluate, control, and measure the effectiveness of assigned areas.
- Be actively involved in the identification, cultivation, and solicitation of major gift prospects in the three to five Center campaigns managed by you.

Education/Experience Required:

- Minimum 21 years of age
- Bachelor's degree with a minimum five years work experience and/or training, or equivalent combination of education and experience applicable to the duties listed above

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
- YMCA Organizational Leader certification preferred

Knowledge, Skills, and Abilities Required:

This position requires an individual with excellent interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community, as well as the ability to work with and motivate other development professionals and volunteers. Strong managerial, leadership and supervisory skills are vital, as is the ability to work both independently and within a team environment. Experience with, and understanding of, Raisers Edge, Microsoft Office and related programs, required. An understanding and knowledge of both the YMCA and the YMCA of Middle Tennessee is preferred, and professional experience in the Middle Tennessee community is essential. The Vice President must be committed to the mission of the YMCA of Middle Tennessee and uphold the highest professional standards. Ability to travel to multiple locations; ability to work a flexible schedule, including evenings and weekends, required.

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: