



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: Director of Development

FLSA Status: Exempt

Reports to: Chief Executive Officer

Revision Date: 6/17/2025

POSITION SUMMARY:

Reporting to the Chief Executive Officer (CEO), the Director of Development (DOD) is a key leadership role responsible for planning, implementing, and managing all fundraising and development activities to support the mission and strategic goals of the YMCA. This includes oversight of the annual campaign, special events, capital campaigns, and grant acquisition and management. The Director of Development works closely with the CEO, Board of Directors, staff, and volunteers to cultivate donor relationships and secure philanthropic support. The role will lead efforts to advocate the YMCA's impact, values and initiatives to diverse audiences, ensuring that the organization's vital work is recognized and supported within the community and beyond. The DOD will deepen the engagement of our staff and volunteers in philanthropy while further advancing the culture throughout the association. The DOD will ensure an inclusive, positive, fun and welcoming culture that promotes a genuine sense of belonging for all.

ESSENTIAL FUNCTIONS:

Fundraising & Campaign Management

- Lead the planning and execution of the YMCA's Annual Campaign, including donor segmentation, solicitation strategies, and stewardship.
- Develop and implement strategies for capital campaigns, including feasibility studies, case statements, and donor cultivation plans.
- Identify, research, and write proposals for grants from foundations, corporations, and government sources.
- Plan and execute special fundraising events, ensuring alignment with the YMCA's mission and financial goals.

Donor Relations & Stewardship

- Cultivate and maintain relationships with current and prospective donors, including individuals, corporations, and foundations.
- Develop and implement a comprehensive donor stewardship program to recognize and retain supporters.
- Maintain accurate donor records and ensure timely acknowledgment of gifts.

Strategic Leadership & Collaboration

- Collaborate with the CEO, CFO and Board to set fundraising goals and strategies.
- Provide leadership and training to staff and volunteers involved in fundraising efforts.
- Serve as a key ambassador for the YMCA in the community, promoting its mission and programs.
- Oversee implementation of donor strategies with key volunteers and YMCA staff.

Reporting & Compliance

- Track and report on fundraising progress and metrics to leadership and the Board.
- Ensure compliance with all relevant regulations and ethical standards in fundraising.

Strategic Partnership and Community Engagement:

- Serve as an ambassador to the communities served by the RRY (Wilton, Redding, & Norwalk), playing a visible role in advancing new and existing relationships that lead to increasing levels of philanthropic support. Nurture relationships between the RRY and corporations, foundations, individuals, and families.
- In conjunction with CEO implement an annual engagement plan to ensure that the Y is viewed as a community-wide asset and thought leader while strengthening community relations.

Effect on end results:

This position has the primary impact on the overall effectiveness with which the Association accomplishes its purpose, goals, and objectives in serving the community. Therefore, the effectiveness of this position should be measured by:

- The Riverbrook Regional YMCA - maximizing its financial resources available from philanthropic individuals, corporations, organizations, and foundations.
- The Board of Directors has the capability to give leadership to its fundraising responsibility.
- The community better understands the YMCA programs and the need to support them.

General Guidelines for All Leadership

Child Abuse:

- Adhere to policies related to boundaries with youth. Provides staff with regular feedback regarding their boundaries with young people.
- Complete all required organizational training(s) annually.
- Reports suspicious or inappropriate behaviors and policy violations.
- Follows mandated abuse reporting requirements.
- Follows staff screening requirements to screen for abuse risk.
- Provides staff with on-going supervision and training related to abuse risk.
- Requires staff to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Communicates to all staff on a consistent basis the organization's commitment to protect young people from abuse.

This organization takes every allegation of abuse or misconduct seriously and will fully cooperate with the authorities to investigate all cases of alleged abuse or misconduct. Employees and Volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. An employee or volunteer's failure to cooperate with an investigation will result in disciplinary action up to and including termination of employment or dismissal from the organization. We adhere to zero tolerance for abuse and will not tolerate the mistreatment or abuse of consumers in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.

HIPAA

- Job responsibilities include access to protected health information. The employee may access protected health information (PHI) only to the extent that it is necessary for the job requirements. This position may only share PHI with those who have a need-to-know specific member/participant/employee information to complete job responsibilities related to the individual's participation, payment or company operations. All positions are expected to complete the required HIPAA privacy training and always maintain HIPAA compliance.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates Y values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

Collaboration: Work effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Bachelor's degree in nonprofit management, communications, business, or related field.
- Minimum of 5 years of progressive experience in fundraising and development, preferably in a nonprofit or YMCA setting.
- Proven success in managing annual campaigns, capital campaigns, special events, and grant writing.
- Strong interpersonal and communication skills, with the ability to engage and inspire donors and volunteers.
- Proficiency in donor management software and Microsoft Office Suite.
- Team-oriented with strong leadership skills.
- Commitment to the mission and values of the YMCA.
- Strong verbal and written communication skills, organizational and analytical skills; project management skills. Experience with Board volunteer management and ability to maintain a high level of confidentiality.
- HIPAA Compliance Training.

Salary Range: \$70,000-\$80,000

To Apply: Click [here](#).

Riverbrook Regional YMCA Commitment:

At The Riverbrook Regional Y, we are committed to fostering a diverse and inclusive workplace as an equal opportunity employer. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical and mental ability disability, socio-economic status, veteran status, or any other protected class. As such we encourage applicants with both educational and work experience to submit their application. Our policy applies but is not limited to hiring, training, remuneration, promotion, layoffs and contract termination.