



monterey county

TITLE: Development Director

CLASSIFICATION: Full-time/Non-Exempt

SUPERVISOR: CEO

SALARY RANGE: \$70-\$80k, salary will be commensurate with experience.

Position: The YWCA Monterey County is seeking a **Development Director** to professionalize and grow its ongoing major gifts and individual giving program. With annual fund-raising goals targeted to be significantly higher than they are today, the Director will need to build operations and activities to achieve these goals. The ideal candidate must be able to meet the challenge of bringing in new donors, while at the same time cultivating and stewarding current donors to increase their giving.

Based in Monterey County, the Director will report to the CEO, work closely with the Board of Directors and the Grant-Writing and Compliance Specialist, and collaborate with volunteers, and organizational leadership. They will oversee all aspects of the development department and lead the effort to grow individual major gifts through identifying, cultivating, and soliciting high-level prospects with the capacity to give beyond our current donor levels.

We are looking for a confident and entrepreneurial fundraiser with a demonstrated ability to increase and sustain a high level of philanthropy, awareness and enthusiasm. While working closely with the CEO, the candidate must enjoy working collaboratively as well as independently. The Director will successfully manage multiple projects simultaneously. In addition, they must have an interest in and ability to communicate the organization's programs and mission to *Eliminate Racism and Empower Women* with passion and clarity.

Responsibilities

- Partner with the CEO to identify funding needs and targets with a goal of expanding the current donor base and organization visibility
- Identify, cultivate, and solicit new donors and supporters who meet the criteria for major gift giving
- Work collaboratively with CEO and Grant-Writing and Compliance Specialist to create agency's annual fundraising strategy
- Individually manage and steward a portfolio of major donors

EEO Policy Statement

It is the policy of the YWCA Monterey County to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law.

Updated: April 29, 2021

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- Set the strategy for a major gifts program that includes measurable goals related to research and identification, communication, cultivation, solicitation, and recognition initiatives
- Advance donor relationships through virtual and, eventually, in-person events and develop systems and practices to identify and cultivate donors and prospects from event participants
- Coach board and volunteers on campaign donor prospecting, stewardship, and solicitations
- Work with the senior management team to identify and craft funding opportunities that align with the interests of donors in the portfolio and the organization's strategic priorities
- Manage a growth-oriented major gifts program including by increasing capacity of existing technology and infrastructure
- Keep up to date on fundraising best practices through professional networking to implement innovative changes to existing efforts at the YWCA Monterey County
- Work with colleagues to develop briefing materials, presentations, proposals, gift agreements, acknowledgements and reports needed to secure and steward major gifts
- Regularly report on progress to the YWCA Monterey County board and leadership
- Lead the Development Committee with identified staff and board representation.
- Develop and maintain an annual calendar of fundraising opportunities
- Participate with all relevant stakeholders to contribute to a culture of philanthropy

Qualifications

- Demonstrated experience identifying and securing short-lead gifts in addition to the usual major gift lead time
- Commitment to the mission and values of the YWCA
- Bachelor's degree; a minimum eight to ten years of professional experience in major gifts and/or transferrable experience in development
- Proven success in identifying and personally securing major gifts and the capability to systematize the building of a menu of options at the six- and seven-figure levels
- Experience with and knowledge of traditional, new, and emerging fundraising strategies and the capacity to identify and cultivate existing and new supporters and funders
- Data-driven with the appreciation of the value of using technology to create strong reports and drive more efficient/effective fundraising

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- Strong ability to motivate, inspire and organize
- Creative and entrepreneurial mindset
- Strong interpersonal skills and the proven ability to form strategic relationships internally and externally; including but not limited to a highly committed and active Board as well as advocates and supporters of the mission of YWCA Monterey County
- Superior organizational skills with proven ability to focus, prioritize and implement
- Excellent written and verbal communication as well as listening skills
- Ability to communicate with CFO to link funding and finance to ensure ongoing fiscal health for the organization
- Proficiency with MS Office as well as cloud-based CRMs and screening tools and the willingness to learn and embrace other technologies to ensure an effective and efficient workflow among team members

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