



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** Development Associate – Planned and Major Gifts  
**FLSA:** Non-exempt – Part-time  
**Work Schedule:** Monday – Friday; 15-20 hours/week

**Reports To:** Director of Philanthropy  
**Branch:** Metro Offices @ Downtown YMCA

**A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the direction of the Director of Philanthropy, the Development Associate – Planned and Major Gifts will be responsible for managing and growing a portfolio of donors and prospects with the goal of increasing donor engagement in support of our mission and driving philanthropic support for the YMCA.

**Essential Duties and Responsibilities:**

The essential functions of this position include, but are not limited to the following:

- Support the Metro Development team in meeting or exceeding annual fundraising goals for the association.
- Create strategies, tactics and communications to help grow planned and major gift donations to the YMCA of Greater Syracuse.
- Develop and execute comprehensive plans for securing planned and major gifts.
- Identify, cultivate, solicit, steward and report on major donors/prospects and planned gift donors/prospects.
- Deepen relationships with current donors and grow major gifts and the YMCA's endowment fund.
- Promote opportunities and methods for planned giving that are consistent with the YMCA's mission and capacity to manage planned gifts.
- Oversee and expand the YMCA's Heritage Club to encourage engagement and giving.
- Collaborate and work directly with the YMCA's Board of Trustees in addition to other YMCA staff and volunteers.
- Attend regularly scheduled Board of Trustees meetings and other YMCA meetings as needed.
- Provide support to all of the YMCA branches across the association, with a focus on the Northwest Family YMCA.
- Other duties as assigned by the Supervisor.

**Experience and Education:**

- Bachelor's Degree in a related field.
- A minimum of five (5) to seven (7) years of major gift donor experience, financial planning, estate planning or planned giving experience.
- CFRE preferred.

**Qualifications:**

- Proven fundraising track record of securing planned and major gifts.
- Detailed and in-depth knowledge of planned giving and its complexities including estate planning, tax laws, wills and trusts.
- Very strong interpersonal skills and the ability to build relationships with staff, board members, and internal and external donors.
- Excellent communication skills (verbal and written).
- Demonstrated ability to take initiative, work independently and be detail-oriented.
- Strong organizational skills that reflect the ability to prioritize work to meet deadlines.
- Donor management software knowledge and experience.
- Ability to use discretion when handling and communicating sensitive information.
- Proven ability to handle confidential information with discretion.
- Complies with all applicable compliance and safety regulations and directives.
- Ability to travel locally to sites that may not be ADA compliant.
- May require some evening hours for meetings and events.

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must attend and complete Hazard Communication training and Youth Protection Series training within the first 90-days of employment.

**YMCA Competencies:**

- **Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.
- **Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- **Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.
- **Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

**Effective Return on Investment:**

This position has a primary impact on the overall effectiveness with which the Y accomplishes its objectives in service to the community. The effectiveness of this position should be measured by:

1. Supporting the Metro Development team in meeting or exceeding the overall annual fundraising goals for the association.
2. Growing the Y's Endowment Fund and planned gifts to the Y by 5-10% per year.
3. Personal meetings with 30-40 community donors and prospects annually.

**Physical Demands:**

Ability to travel off-site to work including meetings and conferences, frequently sit, use his/her hands and fingers, stand, typing, walk, reach, climb, balance, stoop, crouch, and kneel. Occasionally required to lift and/or carry and move up to 25 pounds. Specific vision abilities required close, color, distance, peripheral, depth perception, and ability to adjust focus.

**Work Environment:**

Work is normally performed in a typical office environment. At times, the employee may be required to travel and exposed to prevailing weather conditions. The noise level in the work environment is usually moderate.

**Americans with Disabilities Specifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to Apply:**

Interested candidates should respond to Mara Roberts, Director of Philanthropy at (315) 474-6851, ext. 317 or email their application to [mroberts@syracuseymca.org](mailto:mroberts@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than October 16, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.