



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

Job Title: **Development Assistant**

YMCA: MetroWest

FLSA Status: Non-Exempt, Part-Time

Department: Philanthropy

Reports to: Director of Annual Giving

Date: January 2023

POSITION SUMMARY: Reports to the Director of Annual Giving, providing database management and support in the financial development department to advance the MetroWest YMCA's mission through a transformational capital campaign, along with annual giving, grants, and special events.

This position affords the opportunity to work in a creative environment while honing the administrative and project skills that are key in the fields of development and/or project management. The ideal candidate will be experienced in handling a wide range of administrative, executive support, and development related tasks, and can work independently. This person must be well organized, flexible, and able to handle sensitive donor information. Crucial to this role are the ability to interact with staff and volunteers (at all levels) remaining flexible, proactive, resourceful and efficient. Attention to detail is critical, along with database management and strong written and verbal communication skills.

The successful candidate will work to assist volunteers and donors in their journey from casual, to connected, to committed members of our Y family and to help position the Y as a "charity of choice" for the investment of donations within the local community. Great opportunity to work for a leading non-profit organization! **Part Time – 20 hours/week. Pay Rate \$20.00/hour!** Equal Opportunity Employer

ESSENTIAL FUNCTIONS:

Regularly manage updates to Personify Database and Constant Contact mailing lists to ensure all contacts are up to date and receive proper notifications and invites.

Assist in scheduling meetings with prospective donors and entering meeting summaries into volunteer and donor records.

Enter gifts and manage gift acknowledgement process and produce donor letters and invoices as needed.

Assist with special events planning, preparation and execution and processing of online RSVPs, and preparing materials for day of event (i.e., nametags, table assignments, etc.).

Achieve proficiency in Personify software, including Moves Management system to track donor relations and produce regular reports to track status of volunteers, donors, and campaigns.

Support grant and foundation work including, research potential foundation prospects and keep Development team apprised of upcoming deadlines.

Support submissions of grants, including maintaining and collecting support collateral (i.e., board lists, 990s, etc.).

Track grants, including submissions, awards, and reporting deadlines.

Support communication efforts on capital and annual campaign events and help promote sponsors on social media, our website, and through member communication.

QUALIFICATIONS:

- Exceptional skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem solve.
- Excellent customer service abilities.
- Excellent English language reading, writing and grammar skills. Both written and verbal.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, working with databases and internet research; previous experience working with donor databases a plus.
- Demonstrated team player with strong collaboration abilities.
- Ability to take initiative with projects and work both independently and as part of a team.

YMCA COMPETENCIES (Individual Contributor/Leader):

Philanthropy: Tells the Y story in regular interactions with members. Participates in fundraising efforts.

Collaboration: Develops and maintains positive relationships with volunteers, members, and program participants and colleagues at all levels of the organization.

Communication and Influence: Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions. Responds to the individual needs of the other person. Promote and project a positive image of the YMCA.

Program/Project Management: Organizes program or project resources, space or deliverables to best meet intended goals and outcomes. Delivers a high-quality experience to members, participants or project teams.

PHYSICAL REQUIREMENTS:

Individual must be able to sit for extended periods of time. Must have ability to use a computer, phone, and other equipment such as a copy machine. Must be able to lift at least 20 lbs.

Apply by sending your resume and a cover email to employment@metrowestymca.org