

YWCA Southeastern MA Job Description and Specifics

Mission: YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Position: Director of Resource Development

Statement of Duties:

- Serve as a member of the YWCA Leadership Team developing strategies to carry out the mission of the YWCA in accordance with its strategic plan and provide direction to the organization and staff.
- Directly supervise Resource Development Assistant.
- Support the Executive Director in creating and executing a development and communications strategy with clearly defined outcomes, activities, and responsibilities.
- Track and manage existing funding relationships, primarily among major foundations; use data and analytics to drive efficiencies.
- Work collaboratively with staff, volunteers and Board to engage them in fundraising where appropriate.
- Personally cultivate and solicit major donor prospects.
- Plan events to recruit new donors and recognize existing donors.
- Oversee outreach strategy to donors and potential donors for Executive Director.
- Establish a planned giving program/strategy, along with Executive Director and Development Committee.
- Manage the implementation of Blackbaud's eTapestry Donor Database and oversee staff responsible for data entry and gift processing.
- Responsible for organization website.
- Assist with organization and execution of special events (i.e. Annual Meeting, Red Dress, Women of Distinction).
- Develop, compile and write communications, social media and promotional literature for distribution such as newsletters, brochures or flyers and event materials.

- Develop and oversee a grant revenue strategy, including prospecting grants, responding to notices of grant opportunities, submitting applications, and cultivating relationships with likely funders.
- Oversee all grant writing, including assisting in re-application on continuing grants and create new proposals.
- Responsible for all grant reporting.
- Work with the Executive Director and Development Staff to achieve the YWCA's overall resource development and communications goals.
- Effectively represent the YWCA within the community by maintaining contacts with and making presentations to local organizations, businesses, and individuals.
- Oversee all YWCA marketing and communications.

Other Duties and Responsibilities:

- Willingness to attend national and regional conferences and workshops to develop the skills and knowledge required for the position

Reports to: Executive Director

Qualifications:

- Accepts responsibility for implementing the Mission of the YWCA.
- Excellent communicator.
- Experience in research and planning; knowledge of non-profits, human services, and philanthropy.
- Strong analytical skills; must be able to interpret, report, and use data.
- Ability to lead and convene community groups around specific human services issues.
- Highly organized, efficient, detail oriented.
- Ability to develop donor relationships by utilizing excellent interpersonal communication and customer service skills.
- Experience with social media platforms.
- Strong ability to maintain relationships through professional and responsive communication.
- Experience working with diverse populations.
- Positive, can-do attitude and team player.
- Able to work independently.
- Excellent verbal and written communication skills.

- Experience with Blackbaud's eTapestry donor database system and WordPress highly desirable.
- Driver's License, reliable access to a vehicle, and willingness to travel to Boston and across Southeastern MA.

Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

Educational Requirements:

- Bachelor's Degree required or any combination of education and experience.

Position Status: Exempt

The YWCA Southeastern Massachusetts offers benefits including 50% health insurance reimbursement for individuals, AFLAC supplemental insurance; earned vacation, sick time and holidays; and an excellent retirement plan

Salary Range: \$50,000-\$60,000

Please send resume and cover letter by August 31st to Gail Fortes at gfortes@ywcasema.org. For questions, please contact Gail Fortes at 508-999-3255.

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

YWCA Southeastern Massachusetts values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. YWCA Southeastern MA is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.