

## YMCA OF GREATER HOUSTON JOB DESCRIPTION

Job Title: **Vice President of Community Philanthropy**

Salary Range: \$130,000-\$140,000/year

FLSA Status: Exempt

Reports to: Chief Philanthropy Officer

Revision Date: 6/2021

Link to Apply: <https://secure6.saashr.com/ta/6082553.careers?ShowJob=386333450>

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### **Position Summary:**

Responsible for leading, developing and implementing a plan for the engagement of all Centers, their staff, volunteers, members and local community seeking the resources needed to address the significant strategic initiatives and impact needs with their communities. Lead a team of Community Development Directors to provide support to YMCA centers and Community Executive Directors to develop and implement funding and campaign plans; train and coach next levels of staff and volunteer leaders and achieve funding results to support the existing growth opportunities. Assist Center Executives with board development, training and management to position each YMCA as a "charity of choice" within the local community.

### **Essential Functions:**

1. Develop plans and strategies for the Center Annual Campaigns as a critical element within the overall organization's Development strategy.
2. Work directly with DVP/ED/DO around Center Annual Campaigns to equip them to grow and deepen staff, Center board, member and local community fundraising.
3. Collaborate with Major Gifts Officers to lead or assist with prospects/current donors engaged through the Center and local community who are major donors or have capacity to grow into a major gift.
4. Oversee Community Development Directors to lead or assist with prospects/current donors coming through the community campaigns who have capacity to give a significant gift.
5. Ensure robust community representation on our Boards through strengthening and deepening volunteer engagement.
6. Serve as a Center Relations Committee Staff Liaison.
7. Serve as a connector between our overarching Strategic Vision back to each community.
8. Serve as a voice for underrepresented members of the community to ensure the Y is giving voice to all parts of the community.
9. Represent the voice of the Centers in collaboration with the Brand Experience team to assure development Center Campaign materials and marketing plans.
10. Work with the Brand Experience team in reaching non-member donors to support specific causes and programs within the YMCA's mission.
11. Work with Brand Experience team in planning and implementing community-focused online, social media and directed campaign marketing and public relations efforts.

12. Leads year round Leadership Development Program for staff and volunteers to support the culture of philanthropy as a core competency with applicable behaviors at all levels of the organization.
13. Provide leadership of and training for coaching the next level leaders who will assume the Center Campaign Director role as the Center Executives move towards more major gift development work.
14. Support implementation of stewardship plans for all donors below Major Gift levels throughout the YMCA.
15. Represent the Association within the community collaborations as required.
16. Assist Centers with the development and implementation of local capital campaigns when applicable.
17. Clearly communicates the YMCA case for support to all current and prospective donors.

### **YMCA Culture & Cause Expectations**

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. We are cause-driven. We don't just show up, we show up with purpose. As a cause driven leader you are expected to be:

Welcoming-Accept neighbors eagerly, warmly, hospitably, and as equal participants.

Nurturing-To care for, support, and help develop through encouragement.

Hopeful-Take an optimistic or positive view of future outcomes.

Determined-To devote full strength and concentrated attention to the cause.

Genuine-To be honest and open in relationships with others.

### **YMCA Competencies (Multi-Team or Center Leader):**

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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:**

1. A Bachelor's degree in a related field or equivalent;
2. Ten or more years of professional experience with fund raising including annual campaigns, major gifts and capital.

3. Certified Fund Raising Executive (CFRE) preferred.
4. Excellent communication skills both written and oral.
5. Ability to relate to influential and affluent community leaders.
6. Ability to multi-task and problem-solve.
7. Demonstrated fund raising strategy development.
8. Working knowledge of giving and charitable vehicles.
9. Strong organizational, planning, project management, time management and problem resolution skills.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **SUPERVISORY RESPONSIBILITIES**

Will directly supervise exempt, part time and non-exempt employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; reviewing and approving timesheets; appraising performance; rewarding and disciplining employees; monitoring and updating all required staff certifications; addressing complaints and resolving problems.

### **COMPUTER LITERACY**

Skills are essential in all of the Microsoft Office applications including Word, Excel, and Access. Ability to use these programs to lighten work load, develop reports and to automate procedures is very necessary. Ability to diagnose basic PC problems and to communicate those problems is very important.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **TRAVEL**

Travel is primarily local between assigned centers during the business day, although some out-of-area and overnight travel may be expected.