



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

BILLINGS FAMILY YMCA JOB DESCRIPTION

Job Title: **Development Director**

FLSA Status: Full Time Exempt

Revision Date: March 2026

Reports to: CEO

Supervise: Development Coordinator

POSITION SUMMARY: The Development Director serves as a member of the CEO's senior leadership team, providing strategic leadership in financial development to advance the YMCA's mission through annual giving, government and foundation grants, endowment bequests and gifts, special events, Major Gifts and capital campaigns. This position is responsible for all fundraising and development activities and will be responsible for achieving the Y's fundraising goals. S/he will develop a group of actively engaged fundraising volunteers and will work closely with CEO to support volunteers in their fundraising role. The Development Director will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. It is expected that the Development Director will systematically and effectively strengthen the organization's overall fundraising capacity.

ESSENTIAL FUNCTIONS:

1. Directs and coordinates major gifts, capital development, annual campaign, and endowment programs.
2. Serves as primary staff to the Development Task Force and other assigned committees of the Board of Directors.
3. Develop strategies to increase volunteer involvement at all levels of financial development.
4. Is a signer on all YMCA accounts and reviews all checks, EFT and credit card purchases.
5. Develops processes and is actively involved in identifying, cultivating, and soliciting major gift prospects. Ensures that a database resource file is maintained on all donors and prospects.
6. Responsible for overseeing the planning, coordinating, and managing of all YMCA related fundraising special events for the YMCA.
7. Is primary responsible for development and execution of all proposals for grants from government sources and private foundations.
8. Collaborate with the CEO and Associate Executive Director to develop and implement a comprehensive financial development strategy.
9. Develop systems and manage resources needed to carry out the fundraising plans.
10. Establishes and monitors the financial development department budget for the YMCA.
11. Develops appropriate fundraising policies and procedures for the Y.
12. Tracks all gifts and pledges by source and purpose and provides reports as needed.
13. Develops and implements a stewardship program aimed at cultivating donors.
14. Provides training in fundraising. Educates, motivates, and provides feedback to individuals related to best practices in the fundraising process.

15. Develops communication plans to ensure members, participants, and the community understand the YMCA case for support.
16. Plan and oversee annual reports, newsletters, brochures, and reports.
17. Represents the association as required by the CEO.
18. Dress in appropriate work attire as outlined in the Employee Dress Code, always wearing a nametag, and performing all duties in a safe and conscientious manner.
19. Adheres to all safe practices by following consumer-boundary policies, adhering to procedures for supervising high-risk activities, promptly reporting suspicious or inappropriate behavior or policy violations while maintaining strict confidentiality
20. Complete all required annual and bi-annual training requirements for child abuse prevention, anti-harassment, and updated policies.
21. Keep all required certifications current.
22. Performs other duties as assigned.

CORE COMPETENCIES (ALL STAFF):

- Always models and adheres to the mission of the YMCA and implements the Y Core Values of caring, honesty, respect, and responsibility.
- Engage with all staff and members with a friendly, helpful, professional attitude to develop meaningful relationships, ensuring the Y's community focused mission and welcoming of all.
- Actively listens, responds, and engages to all questions and concerns with care, providing prompt resolution or escalation to build trust and commitment to the Y's cause.
- Embraces new ideas to enhance both staff and member experience and work cohesively with staff across all departments to support a positive, diverse, and inclusive YMCA environment.

QUALIFICATIONS:

1. A bachelor's degree in a related field or equivalent, preferred.
2. Five or more years of professional experience with a background in fundraising in the YMCA or another not-for-profit preferred.
3. Proven track record of achieving revenue targets and/or a quota of over \$300K annually; Tangible experience of having expanded and cultivated existing donor relationships over time.
4. Proven management and leadership capabilities.
5. Excellent verbal and written communication skills. Ability to relate to top community leaders and diverse groups of people from all social and economic segments of the community.
6. Working knowledge of giving and charitable vehicles.
7. Strong partnership-building and event planning skills.
8. Foundation and government grant writing expertise, preferred.
9. Ability to create interpretive materials to enable potential donors to understand the YMCA and how they contribute to the achievement of its mission.
10. Knowledge of the media and its use in gaining exposure for YMCA events and programs.
11. Good computer skills and knowledge of database programs. Experience with Daxko software a plus.
12. High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative and an ability to manage multiple tasks and projects at a time.
13. A passion for the Y's mission is essential.
14. CFRE or equivalent preferred; YMCA Organizational Leader certification preferred.

PHYSICAL DEMANDS:

- Ability to perform all physical aspects of the position, including walking, standing, bending, kneeling, leaning, reaching, and lifting.
- Ability to thrive in a fast-paced environment with the unique challenges of a non-profit community service organization.
- Ability to work in excess of a 40-hour week with irregular work hours, including MOD rotations.
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Ability to interact with a diversity of people and various levels of personnel.
- Ability to handle multiple tasks simultaneously.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisors' Signature: _____ **Date:** _____