

Job Description

Position Title:	Senior Director of Development	Job Location:	Woodmont
Program/Department	Development	FLSA Class:	Exempt
Reports To	Chief Development officer	Salary:	\$75,000/year
Position Status	Full Time		

Position Summary

Position oversees all corporate partnerships, event sponsorships and relationships, fundraising events and works closely with the Chief Development Officer to achieve fundraising goals and consistent brand message. The position also manages the Community Engagement Manager and the Marketing & Events Specialist positions to leverage cultivation opportunities and ensure the voice of the agency is consistent across all outward facing events and materials.

Relationships and Contacts

Within the organization: Initiates and maintains professional working relationships with staff throughout the organization including peers, directors, senior and executive leadership.

Outside the organization: Initiates and maintains professional working relationships with existing and prospective corporate donors and sponsors, board-related corporate entities, event vendors and agency partners.

Position Responsibilities

Essential Responsibilities

1. Manages the cultivation and development of corporate and individual donor and prospect relationships.
 - a. Cultivates and stewards relationships with current and prospective corporate and individual event funders, manages coordination and communication, including pre- and post-event activities.
 - b. Writes, assembles, and submits corporate funding requests, including letters of intent, solicitation letters, proposals, budgets, acknowledgements, and presentations.
 - c. Maintains calendar to ensure timely submission of funding requests.
 - d. Arranges corporate meetings to secure funding and prepare appropriate briefing materials.
 - e. In collaboration with the CDO, develops growth strategy for new and current corporate and individual donors.
2. Assists and supports the sponsorship strategy and activities for YWCA.

- a. Works with the CDO in managing the sponsorship strategy to plan, implement and evaluate special event sponsorship strategies, ensuring financial goals are met.
 - b. Oversees timely delivery of sponsor benefits and recognition.
3. Oversees planning and execution of signature fundraising events.
 - a. Provides day-to-day supervision and leadership for Development team's execution of fundraising events.
 - b. Assists to recruit and manage event chairs, committees and in-kind partners.
 - c. Manages event budget, sponsorship, ticket sales and other revenue streams to ensure events meet revenue goals.
 - d. Oversees all event logistics and operations from planning to day of execution to stewardship to create elevated event experiences.
4. Assists and supports the development and activities of the Community Engagement program.
 - a. Provides day-to-day supervision and leadership for Community Engagement Manager.
 - b. In collaboration with the CDO and the Community Engagement Manager, recruits, coordinates, manages, and recognizes volunteer needs as articulated by event and program directors.
5. Supports marketing and branding initiatives for the agency and each of its programs.

Additional Responsibilities

1. Represents YWCA with a high level of integrity and professionalism, and supports management decisions in a positive, professional manner.
2. Performs other duties as assigned by the CDO and/or the President and CEO.
3. Participates in overall department planning and analytics.
4. Serves on Development Committee and attends YWCA and community meetings as requested.

Minimum Requirements

Education and Experience

Position requires a Bachelor's degree and five to seven years of relevant experience. Previous supervisory experience required. Experience working with a database software program is required; Raiser's Edge is preferred.

Physical Requirements

- While performing the duties of this job, the employee will be required to communicate with peers/general public, volunteers
- Job performance will require the ability to remain stationary for extended periods of time; move between areas by walking; standing; stretching; reaching
- Tolerant to various noise levels: noise level in the work environment varies – may be very quiet to moderate
- Ability to work long hours, nights and weekends when needed.
- Ability to speak concisely and effectively communicate needs

Other Requirements

Position requires incumbent to have a valid driver’s license, vehicle insurance and a clear driving record for the last three years.

Skill Competencies

- Demonstrated ability to prospect, cultivate, solicit, and manage new relationships and accounts
- Demonstrated understanding and application of fundraising principles
- Effective verbal and written communication skills
- Successful collaborative skills working with a variety of groups
- High follow through
- Self-starter
- Computer literate
- Resourceful, creative and problem solver
- Proven ability to be flexible and effectively manage change
- Willingness to support the mission of the YWCA and ability to convey its importance both verbally and in writing.

YWCA Nashville & Middle Tennessee reserves the rights to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “At-Will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

Employee Acknowledgement: _____ Date: _____

Witness: _____ Title: _____ Date: _____