



## RACINE FAMILY YMCA JOB DESCRIPTION – DEVELOPMENT ASSOCIATE

**Job Title:** Development Associate

**FLSA Status:** Non-exempt

**Status:** Part-time

**Reports to:** Chief Executive Officer (CEO)

**Department:** Administration

**Revision Date:** 10/2024

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### POSITION SUMMARY:

Under the supervision of the Chief Executive Officer (CEO) the Development Associate functions as an integral member of the team in the management and support of fund-raising efforts such as special events, the Annual Campaign, donor acknowledgements and stewardship activities of the Racine Family YMCA.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. It is who we are, who we aspire to be and how we show up every day. **We are cause driven.** We do not just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** primarily, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

#### Special Event Management

1. Coordinate logistics, planning, and scheduling of all Annual Campaign-related activities, including Campaign meetings and activities.
2. Generate regular Campaign progress reports for each segment of the campaign: staff, Board, major gifts, and community appeals.
3. Support the management of annual fundraising and other major events, including but not limited to managing committee meetings and members, participating in securing sponsorships, managing food/beverage selection, gifts-in-kind, and auction items, registering attendees, etc.
4. Serve as the main point of contact at all events for volunteers, coordinating schedules and making reassignments as needed.
5. Collaborate with marketing to support the management of sponsors and mission-driven signage.
6. Develop and cultivate relationships with existing and new donors, participants, volunteers, and sponsors.

#### Stewardship Event Management

7. Support donor and prospect cultivation gatherings/events with invitations, guest list development/management, RSVPs, and other duties.



8. Ensure that all relevant event-related donor and sponsor information is recorded and updated accurately in the database to assure optimal reporting, communications, coordination and cultivation of members, donors, and volunteers.
9. Perform other duties as assigned.

**QUALIFICATIONS:**

- Bachelor’s degree is preferred.
- Experience with planning, managing, and organizing events, including working with volunteers and community partners.

**SKILLS and ABILITIES**

- Knowledge of the YMCA’s role in the community as a human services organization. Previous non-profit experience is a plus.
- Ability to work appropriately and effectively with staff and professionals at all levels, including the YMCA Board of Directors, major gift donors, and corporate partners. Maturity, sound judgment, diplomacy, and discretion required.
- Ability to work effectively in teams and to prioritize and manage competing demands, sometimes on tight timelines. Flexibility and adaptability required.
- Effective communication and intrapersonal skills.
- Proficiency in Microsoft Word, Excel, Teams, and ability to learn new software.
- Experience with donor CRM’s.
- Ability and commitment to model relationship-building and teamwork in all interactions.

**SUPERVISORY RESPONSIBILITIES**

None

**SIGNATURE:**

I have reviewed and understood this job description.

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Employee’s name (print)

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Employee’s signature

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Date