



- Assist the CEO in developing communication plans to ensure members, participants, and the community understand the case for support.
- Prepares and coordinates proposals for grants from government sources and private foundations.
- Develops strategies to increase volunteer involvement at all levels of financial development.
- Plan and coordinate Association special donor events.
- Develop and manage the association's annual fundraising calendar.
- Manage appropriate donor communication, cultivation, record keeping and reporting.
- Recruit, train and recognize volunteer story tellers.
- Participates in personal growth and Y professional development trainings.
- Instill 5 character traits – faith, caring, honesty, respect and responsibility.
- Maintain relationships with national Y staff and Y peers across the region.
- Any other assigned task or duties given.

**END RESULTS:**

- Improved communications of YMCA Cause
- Growth in Annual Campaign dollars raised and volunteers participating
- Execution of marketing, communications, and donor/public relations activities
- Quality staff and volunteer development as it relates to fund raising and donor relations
- Improved donor retention and recognition

**JOB DESCRIPTION SUPPLEMENT**

**SUPERVISION RESPONSIBILITY:** Volunteers – 75

**PROGRAM RESPONSIBILITY:**

**Volume of Activities**

- Branch Board Meetings as needed
- Monthly reporting of data
- Association Cabinet Meetings

**Committee Responsibilities**

Association We Build People Committee and NAYDO

**Community Relations to be maintained**

- NAYDO
- NC State Alliance Affinity Groups

Signature: Director \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*If interested in this position, email resume and cover letter to  
Cameron Corder [Ccorder@clevecoymca.org](mailto:Ccorder@clevecoymca.org)**