



POSITION: Vice President of Development

DEPARTMENT: Development & Communications

SALARY: \$85,000 to \$100,000/year

JOB SUMMARY: The Vice President of Development develops strategies for, leads, and supervises all fund development, sponsorship and events, and internal and external communications. Fund development responsibilities include prospect research; corporate and foundation relations; grant seeking; individual donor campaigns including annual, major gift, planned giving, and capital initiatives; donor stewardship; and fundraising administration.

YWCA Greater Pittsburgh Fundraising Summary

The current YWCA GP fundraising opportunity is growing and presents an exciting opportunity for an experienced fundraising professional with a growth mindset. The Development Department currently raises approximately \$1.2 million each year through grants, special events, corporate partnerships, and private donations. As we continue to expand our mission, the Development Department will lead the way in identifying strategies for growing revenue to support this expansion. The new VP of Development will be well supported as they grow our revenue by a highly engaged board, development committee, and fundraising volunteers.

The Vice President of Development reports to the CEO and manages the Development team and leads communications and signature events, including event sponsorship, planning, and management, creation and distribution of print and electronic collateral; event publicity; event ticketing and day-of event coordination. Internal and external communication responsibilities include direction of the organizational website and all its content; media releases; organizational communications and reporting; a robust social media presence; all fund development solicitations and stewardship collateral; and customized print materials for multiple departments/programs. The successful candidate will forge new relationships that build YWCA Greater Pittsburgh's visibility, impact, and financial resources. The Vice President of Development provides staff leadership for the Development Committee of the Board of Directors and the senior YWCA Greater Pittsburgh management team.

Interested individuals can apply at:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- 10 paid holidays
- Up to 26 paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities

MINIMUM QUALIFICATIONS: [Click or tap here to enter text.](#)

- Strong commitment to the mission of *eliminating racism and empowering women* demonstrated through previous professional or volunteer efforts.
- Bachelor's Degree in a related field.
- Eight (8) years resource development experience at least three of which are in a nonprofit setting.
- Experience managing teams and processes.
- Familiarity with the non-profit/philanthropic community and its structure for funding.
- Demonstrated track record in fund development with experience in donor strategies, solicitation, planned giving, and donor cultivation and stewardship.
- Experience in marketing and communications strategies.

KNOWLEDGE AND SKILLS:

- Familiar with the grant writing process and demonstrated success in securing external funding from diverse philanthropic sources.
- Possesses excellent communication skills, both written and oral, ability to influence and engage a wide range of donors and build long-term relationships.
- Tangible experience of having expanded and cultivated existing donor relationships over time.
- Must possess a creative, energetic, and customer-service oriented work ethic.
- Knowledge of donor database management, website administration, contracting, and project management.
- Confidential handling of sensitive and personal information.
- Proficiency in Microsoft Office, PowerPoint, Access or Excel, and web development tools. Values a team-based workplace and able to foster a positive working environment that encourages and supports team contributions to organization “stories” and photos.
- Ability to take advantage of opportunities that might positively impact YWCA performance.

ESSENTIAL RESPONSIBILITIES:

Planning and Strategy

- Develops fundraising strategies to drive and achieve the organizations mission and strategic plan.
- Works collaboratively with the senior team, focus area directors, and Board of Directors Development Committee to promote and execute Association-wide activities, events, fund-raising goals and strategies. Serves as the staff leader for the Board of Directors Development Committee and works closely with the committee chair to achieve goals.
- As a member of the Senior team works to develop the agencies strategic plan.

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- Develops and leads in the implementation of a comprehensive mission-aligned communications strategy for YWCA Greater Pittsburgh.
- Manages a high-performing development program and team with measurable and attainable fundraising goals in support of established priorities.

Fundraising and Relationship Development

- Identifies and develops partnering opportunities with individuals, corporations, and foundations to financially support YWCA program and operations priorities including planned giving.
- Works to diversify revenue streams for the Association.
- In conjunction with department staff and Association Directors, leverages existing grants, executes letters of intent and grant proposals to secure funding and manages the reporting process.
- Supervises ongoing updates and communications to YWCA donors and supporters including distribution of materials such as electronic newsletter, solicitations, and annual reports.
- Leads planning, management and growth of the Association's hallmark fundraising event, YWCA Equity Awards.
- Designs programs for annual and special events that integrate the use of all forms of communications, including media relations, print, digital, multimedia, and signage.

Administration

- Leads the Development Department and manages staff.
- Prepares and manages departmental budget.
- During a crisis, oversees crisis communications implementing the YWCA Business Continuity Plan.
- Must maintain a high level of confidentiality when working with sensitive and personal client, vendor, employee, and contact information.
- Displays consistent integrity, ethical behavior and professionalism when interacting with internal and external customers.
- Promotes and supports the mission, values and goals of the YWCA while maintaining high performance standards.
- Performs other duties as assigned within the scope of the Development and Communications Office.

MISSION IMPACT:

YWCA Greater Pittsburgh employees work together to promote racial justice and reduce race and gender disparities. We deliberately address the challenges and celebrate the triumphs of living at the intersection of race and gender. As a member the YWCA Development team, you will have the opportunity to support and advance our mission of eliminating racism and empowering women by inspiring and engaging our community in the work of supporting marginalized families, especially women and girls of color, while working to challenge structural barriers to equity.

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ABOUT YWCA GREATER PITTSBURGH:

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

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