



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Project Manager (Development)**

Status: Full Time

Reports to: Kate Borsig

Department: Fund Development

Revision Date: 3/07/2019

POSITION SUMMARY:

This position supports the work of the Boothbay Region YMCA, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Manages a variety of projects including grants, events, and development campaigns. Builds positive relationships with volunteers, community members, funders, and donors. Balances a varied work load and meets deadlines.

ESSENTIAL FUNCTIONS:

1. Manages grant-funded projects and ensures proper implementation, progress toward goals, and measurement of outcomes.
2. Manages fund-development special projects such as events, multi-media, and website.
3. Plans and executes development campaigns as directed including planning, design, marketing, database management, and donor acknowledgement.
4. Identifies, writes, and markets Y impact stories.
5. Writes press releases, social media posts, and content for website and marketing collateral.
6. Conducts grant research and assists in writing funding proposals.
7. Maintains prospect meeting master calendar and communicates with staff and volunteer campaigners.
8. Manages and presents data as requested. Generates reports, collects and enters data, organizes and presents data through various media, manages spreadsheets, etc.
9. Provides broad support of all Development Department projects.
10. Follows YMCA policies and procedures; responds to emergency situations.
11. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Coordinates various mission-based, grant-funded projects and builds effective, supportive working relationships. Supports fund-development.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning. Speaks and writes effectively.

Operational Effectiveness: Makes sound judgments and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create and improve systems. Establishes goals, clarifies tasks, plans work, and meets deadlines. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members, donors, and funders.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well. Researches and uses best practices and demonstrates a willingness to develop knowledge and skills.

QUALIFICATIONS:

1. Strong writing and communication skills
2. Strong organizational and project management skills (including setting and meeting timelines, detail-oriented, goal-oriented, comfortable with gathering and interpreting data, etc.)
3. Significant database management experience (Excel, CSV)
4. Ability to work independently and produce consistently high-quality work
5. Willingness and ability to learn new skills (grant writing, marketing, donor management, etc.)
6. Bachelor's degree in communications, English, business, or other relevant field or 3-5 years of professional experience in two or more of the following: project management, development, writing, or marketing and design

WORKING ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to spend 5-7 hours per day using a computer
- Ability to perform all physical aspects of the position including walking, standing, bending, reaching, and lifting.
- Willingness to participate in some evening/weekend events.

SALARY:

Salary will be commensurate with qualifications and experience. \$32,000-\$38,000 Annually.