

Position title	Department	Reports to
Vice President of Development	External Affairs	Chief External Affairs Officer
Employment status	Location	Effective date
Full-time, Exempt	Remote (US)	April 1, 2023

YWCA USA Overview

YWCA USA is a national nonprofit on a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. One of the oldest and largest multicultural organizations promoting solutions to enhance the lives of women, girls and families, YWCA USA has been at the forefront of the most critical social movements for more than 160 years, working on behalf of marginalized communities through advocacy, local programming, and services – from women’s empowerment and civil rights, to affordable housing and pay equity, to violence prevention and health care.

Headquartered in Washington D.C., YWCA USA is the national office representing more than 200 local associations across the country. The National Office, a team of talented leaders and staff, works to unify the network behind shared mission success; provides high-value support and services to the whole; addresses identified Association challenges in a way that creates a platform for growth; and serves as the national platform to elevate the advocacy priorities of the movement.

The YWCA movement is enriched by a diverse network of local associations, working on the front lines of social change. Local Associations have the authority and autonomy to build programs and services which respond to the specific needs of communities, while upholding the vision and aspiration of the national movement. Local YWCA services include domestic violence services, housing, childcare, children’s development and family support, education, girls’ empowerment and youth development, racial justice and civil rights, and immigrant and refugee services in job placement and career services.

YWCA has long understood that race and gender must be addressed together in order to create a society that ensures dignity and peace for all. Therefore, racial and gender justice takes center stage. Racial and gender justice work is more than a programmatic intervention, it is a guiding philosophy and practice which is incorporated into all the work of YWCA. Today, the YWCA movement combines programming and advocacy in order to generate institutional change in three key areas: racial justice and civil rights, empowerment and economic advancement of women and girls, and health and safety of women and girls.

Through its affiliation with the World YWCA, YWCA USA is part of a global movement to elevate the status of girls and women. The World YWCA works for women’s empowerment, leadership

and rights in more than 120 countries and 20,000 local communities. It is united by a shared vision that, by 2035, 100 million young women and girls will transform power structures to create justice, gender equality and a world without violence and war, leading a sustainable YWCA movement, inclusive of all women.

Position Summary

The Vice President for Development is a critical role responsible for establishing and nurturing relationships with stakeholders to advance the YWCA's mission of eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity. Reporting directly to the CEO, the VP for Development will design and implement a fundraising strategy to significantly increase organizational revenue, incorporating a culture of fundraising across all YWCA programs and operations. In addition to managing the day-to-day operations and implementation of fundraising activities, the VP for Development will collaborate with the Board of Directors, staff, volunteers, committee chairs, and partners to achieve the YWCA's financial goals. The role will also lead efforts to ensure accountability and compliance standards for charitable contributions and maintain accurate and timely communication with prospects, donors, and volunteers.

Accountabilities

Development Planning and Execution

- Develop and implement a comprehensive short- and long-term development plan with clear financial goals, objectives, and strategies for major and individual gifts, board campaign gifts, foundation and federal grants, corporate gifts, planned gifts, and sponsorships.
- Develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization.

Fundraising Management

- Ensure that all fundraising efforts are aligned with the YWCA's values, mission, vision, and goals, and strengthen the organization's brand among current and prospective donors by providing a compelling case for support.
- Oversee the development and fundraising infrastructure, including the optimal utilization of Raiser's Edge and other development tools, to support the YWCA's initiatives, donor recognition, and events.
- Manage and provide leadership to a YWCA USA fundraising team, and collaborate with other functional areas of the organization to develop strategies for generating revenue and promoting a culture of philanthropy across the organization.
- Identify and develop cultivation strategies for major donor prospects, support the CEO in relationship building, and personally manage a portfolio of major gift donors and prospects.

- Ensure compliance with all relevant regulations and laws, maintain accountability standards for relationships with donors, and ensure data integrity and maintenance of all development files and records.
- Establish administrative systems, policies, and procedures to track, record, report, acknowledge, and recognize all donor contributions, and ensure the accuracy and timeliness of all fundraising, prospect, donor, granting, and fundraising communications.
- Work with the CEO, Chief External Affairs Officer, Development Committee Chair, and Board Chair to ensure fulfillment of fund development roles and facilitate the optimum interaction between management and volunteer leadership.

Grants Management

- Manage and grow the YWCA foundation and federal grants programs, including identifying, researching, and cultivating potential funders, and overseeing grant-writing efforts.
- Professional Development and Leadership
- Provide professional development, leadership, expertise, and training to YWCA staff and leadership as required.

Communication and Reporting

- Work with the communications team to develop and distribute targeted and timely public information to highlight the importance of the YWCA USA mission and vision, including brochures, event materials, newsletters, annual reports, reports to investors and potential donors, and other development support collateral.

Other Responsibilities

- Stay informed of trends and best practices in philanthropy and fund development, as well as general fields of management and the non-profit sector.
- Perform other duties as assigned by the Chief External Affairs Officer.

You will be successful in this role if you possess the following experience and core competencies

- **Experiences**
 - 7-10 years of senior level experience in development.
 - Demonstrated success in starting or re-building a broad-based development program in a professional capacity.
 - Experience with a national membership association is a plus.
 - Knowledge and experience with philanthropy, ethics, research and cultivation practices, fundraising techniques, and development office functions.
 - Demonstrated ability to work collaboratively with CEO, Board of Directors, and high-level volunteers to achieve results.
 - Superb relationship builder with a proven track record of securing major corporate, foundation, and individual support.
 - Computer literacy and experience with Raiser's Edge and/or other related development software required.

- Online fundraising experience preferred.
- **Values and Proficiencies**
 - Passionate about the mission and vision of the YWCA.
 - Strong leadership skills with a track record of success.
 - Capacity to lead development efforts across a broad array of stakeholders.
 - Creativity, entrepreneurial energy, outstanding personal skills, high emotional intelligence, and a strong commitment to professional fundraising and development.
 - Ability to multi-task and work independently and as a member of a team.
 - Ability to identify and set priorities while building and managing relationships with a wide variety of stakeholders.
 - Intelligent, persuasive, hardworking, and charismatic advocate and ambassador for the YWCA.

Nice to have

- **Education**
 - Bachelor's degree in Business, Nonprofit Management, Public Relations, or Marketing.
 - A Master's degree in a related field is also an advantage.

Physical Demands and Work Environment

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

- YWCA USA is a remote first office environment; you will collaborate with colleagues who are based across the United States. You should be prepared to either work from home or a location of your choosing.
- Occasional travel for meetings, events, or site visits may be required (dependent on the nature of the position and organization).
- Ability to attend events.
- Availability to work Monday through Friday during core hours and occasionally on nights and weekends as needed.
- The role may require long periods of sitting and using a computer and may also involve some light physical tasks, such as printing, filing, etc.
- Ability to communicate effectively in person and via phone.
- This role is required to provide proof of COVID vaccination.

Compensation and Benefits

In order to counter pay inequality and uphold internal parity, salaries are non-negotiable for new and current employees. YWCA USA salary bands for a given staff level are benchmarked to the 75th percentile for our sector, and all new employees are paid at the entry point of those bands. Employees then can progress through current salary bands through annual cost of living increases and performance-based pay increases, and into new salary bands through promotions.

Compensation

- \$158,500 annually

Benefits

- Generous Leave Benefits
- Sick Leave Benefits
- 12 Weeks of Paid Parental Leave
- 10 Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Employee Assistance Program
- Group Life, Accidental Death & Dismemberment Insurance
- Long-term Disability Insurance
- Short-term Disability Insurance
- Employee Assistance Program (EAP)
- Worldwide Travel Assistance (WTA)
- Flexible Spending Account
- Retirement Plan

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.