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Cadillac Area YMCA Job Posting

Job Title: Director of Financial Development

FLSA Status: Full Time, Exempt

Reports to: Executive Director

Revision Date: 7-13-26

Compensation: \$50,000-\$60,000/Year

Position Summary:

Under the direction of the Executive Director, the Director of Financial Development is responsible for planning, coordinating, implementing, and evaluating all fundraising and development activities of the Cadillac Area YMCA. This position provides leadership for annual giving, planned giving, capital development, fundraising events, grant acquisition, donor stewardship, and endowment growth.

Essential Functions:

1. Lead the planning and implementation of a comprehensive financial development program that supports the YMCA's mission, strategic goals, and operational objectives.
2. Coordinate and administer annual giving campaigns, ensuring achievement of fundraising goals and donor engagement objectives.
3. Develop and implement strategies for fundraising events, planned giving and endowment development to ensure long-term financial sustainability.
4. Assist in the planning and execution of capital campaigns and major gift initiatives in partnership with the Executive Director and volunteer leadership.
5. Serve as staff liaison to fundraising committees and provide professional guidance and administrative support.
6. Cultivate, solicit, and steward relationships with current and prospective donors, foundations, businesses, and community partners.
7. Coordinate grant research, applications, submissions, and reporting requirements.
8. Develop donor recognition programs and oversee stewardship activities, including acknowledgements, appreciation events, and recognition displays.
9. Maintain accurate donor records, gift histories, and fundraising databases while ensuring confidentiality and data integrity.
10. Prepare and coordinate fundraising communications, including newsletters, brochures, annual reports, campaign materials, and donor correspondence.
11. Collaborate with YMCA leadership and staff to identify funding opportunities that support programs, operations, and community initiatives.
12. Develop and monitor departmental budgets and ensure responsible stewardship of fundraising resources.
13. Recruit, train, support, and motivate volunteers participating in fundraising activities and campaigns.

Qualifications:

- Bachelor's degree preferred or equivalent combination of education and relevant experience.
- Previous fundraising, development, nonprofit leadership, sales, marketing, public relations, or relationship-building experience preferred.
- Strong verbal and written communication skills.
- Ability to clearly articulate the YMCA mission, vision, values, and impact.
- Demonstrated ability to build and maintain positive relationships with donors, volunteers, community leaders, and staff.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Experience with donor databases, fundraising records management, and Microsoft Office applications preferred.
- Ability to work effectively as part of a collaborative team while also functioning independently.
- Required training within 30 days of hire: Child Abuse Prevention, Bloodborne

Benefits:

- Health, Dental & Vision Insurance
- Life Insurance
- Retirement Plan
- Free YMCA Family Membership