

eliminating racism
empowering women

ywca

YWCA Helena

501 N Park Ave
PO Box 518
Helena, MT 59624
P 406.442.8774
F 406.442.0428
info@ywcahelena.org
ywcahelena.org

Position: Development and Communications Director

Hours: This position is a salaried, exempt position.

*Evening and weekend work is sometimes required in this position.
Flexible scheduling may be provided for the right candidate.*

Compensation: \$55,000 – \$65,000, based on experience. This is an exempt position.

Supervision: This position reports directly to the Executive Director.

YWCA Helena Mission:

YWCA Helena is committed to preventing homelessness, providing safe and supportive housing for women and children experiencing homelessness, and providing services that restore hope, self-sufficiency, and happy, healthy lives. Together with YWCA USA and YWCA's across the country, we are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

Summary:

The Development and Communications Director reports directly to the Executive Director (ED) and works collaboratively to ensure achievement of YWCA Helena's fundraising goals through planning, execution, and oversight. This position is responsible for implementation of a comprehensive development program including individual and corporate giving, special events, donor development and stewardship, and special campaigns. The Development and Communications Director functions as a member of YWCA Helena's leadership team, joining a management team to direct and guide the agency. This position staffs the Board of Director's Resource Development committee to create implement annual fundraising plans, Board engagement in fundraising, develop fundraising and community engagement programs, and resource development policies.

The salary range for this position is \$55,000 - \$65,000, based on experience. Compensation includes 8 paid holidays, generous Paid Time Off, 60% of employee's premium for medical, dental, and vision, and enrollment in YWCA Retirement Program at two years of employment.

Responsibilities:

Leadership

- Promotes and build a cohesive, collaborative team environment.
- Serves and participate in community-based or statewide committees and working groups.
- Grows knowledge of the cultural, social, and economic background of the diverse populations served and the impact of cultural values and beliefs on their health status. Proven ability to navigate in an inclusive staff and client environment.
- Exhibits creativity and vision, have an ability to communicate creative ideas, and possess skills to motivate and encourage a team approach to new ideas.
- Values continuing education and promote gaining skills and professional development among staff.
- Encourages colleagues to embody leadership traits of appropriate vulnerability, courage, boundaries, reliability, accountability, confidentiality, integrity, nonjudgment, and generosity.

Management of Development Plan and Strategic Direction

- Collaboratively works with Executive Director, colleagues, and Board of Directors to chart the near and long-term strategic direction of the organization's fund development program.
- Manages creating, implementing and monitoring the annual development plan, which includes annual fundraising, major gifts, planned giving, donor database and infrastructure.



YWCA Helena

501 N Park Ave
PO Box 518
Helena, MT 59624
P 406.442.8774
F 406.442.0428
info@ywcahelena.org
ywcahelena.org

- Oversees the day-to-day management of department operations and staff, including acknowledgement of gifts, database maintenance, and event and campaign tasks.
- Creates and provides analysis of the results of development efforts.
- Develops and manages timelines for fundraising activities such as mail appeals, e-news asks, small fundraising events, community engagement activities, and restricted fund campaigns.
- Implements the fund development plan using best practices and ethical fundraising principles.

Donor Cultivation and Stewardship

- Cultivates, solicits, and stewards corporate/business gifts, major donors, foundations, and individual donors. This includes in-kind gifts.
- Ensures appropriate donor acknowledgement occurs in a timely manner.
- Actively recruits community partners and potential donors to monthly tours and casual meet & greet opportunities.
- Create major donor portfolios within the YWCA Helena database that include gift strategies, preparing proposals, and identifying appropriate cultivation and engagement opportunities.
- Coordinates all fundraising events that are a part of the development plan.
- Coordinates the YWCA Helena Benefit Breakfast, including oversight and active solicitation of corporate sponsorships, volunteer recruitment, and coordination of Benefit Breakfast planning committee.
- Organizes monthly YWCA Helena 12th @ 12 Lunch and Tours.
- Creates and implements donor and volunteer recognition events.
- Correctly accounts for all volunteer engagement in the fundraising database.

Communications

- In coordination with the Executive Director, develops a development integrated communication plan to promote YWCA Helena to its donors, volunteers, and external partners.
- Oversees all front-facing communications, including e-news, social media, and public relations.
- Coordinates the design, printing, and distribution of appeals, marketing, and general agency communications with the print and marketing team. Oversees the creation of all written appeals and newsletters.
- Develops and maintains an agency culture that celebrates the contributions of volunteers; cultivates volunteer participation as part of external marketing and public relations activities.
- Develops, maintains, and produces outreach materials, talking points, marketing collateral, and web-based tools.

Grant Research, Writing and Management

- Works with the Executive Director to expand YWCA Helena's grant strategies and oversees compliance calendar.
- Aids in identifying funding needs and programs to be included in grant proposals.
- In coordination with the Executive Director, ensures grant proposals are prepared in compliance with all requirements, are submitted accurately, and in a timely fashion. Ensures all grant reports are completed accurately, properly formatted, delivered on time and satisfy all requirements.

Perform other tasks as assigned by the Executive Director.



YWCA Helena

501 N Park Ave
PO Box 518
Helena, MT 59624
P 406.442.8774
F 406.442.0428
info@ywcahelena.org
ywcahelena.org

Minimum Knowledge, Skills and Abilities:

- Passionate about YWCA Helena’s mission.
- Hold curiosity and willingness to learn and adapt.
- Have demonstrated success and experience in raising operational financial support.
- Knowledge and experience of the following is vital: the nature and dimensions of philanthropy, fundraising ethics, motivations for giving and volunteering, research and cultivation practices, best practice fundraising techniques, including face-to-face solicitation, proposal writing, special events, and direct mail.
- Effectively manage competing priorities and deadlines.
- Ability to work independently but value a team work environment.
- Be organized and flexible.
- Proficient skill in using standard office equipment, including a personal computer and associated software such as Microsoft Office programs, email (Outlook), databases (experience with Bloomerang a plus), Excel, and other related programs. Design program knowledge a plus.
- Excellent verbal and written communication skills.
- Ability to communicate and interact professionally with diverse stakeholders and clients.
- Ability to thrive with high volume, deadline driven tasks.
- A commitment to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Minimum Knowledge, Skills and Abilities:

The knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor’s degree and 5 years of applicable progressive fundraising experience. CFRE preferred. Other combinations of education and experience which could provide such knowledge, skills, and abilities will be evaluated on an individual basis. Must have a valid driver’s license and auto insurance coverage. Will be able to embrace and commitment to the mission and values of YWCA Helena.

All employees of YWCA Helena will have passed a background check, are required to annually earn CPR and First Aid credentialing, and may have specific vaccination requirements to comply with YWCA Helena’s various healthcare facility endorsements.

Physical Demands

- Ability to sit for long periods of time working at a desk with a computer
- Ability to lift 25 lbs

Application Instructions

Please submit cover letter, resume, and three professional references to jenifer@ywcahelena.org. This position is open until filled. Compensation is based on experience. Please direct questions to the Executive Director, Jenifer Gursky, jenifer@ywcahelena.org or at 406-442-8774.