

YWCA IS ON A MISSION

CHIEF DEVELOPMENT OFFICER

The YWCA White Plains & Central Westchester is one of the oldest, largest and most diverse women's organization in the region (and in the US and the world). For more than 90 years, YWCA White Plains & Central Westchester has been on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities.

We are committed to empowering people to create change in their lives and their communities. Whether we're providing supportive housing for homeless women, or cultivating girls to be leaders, or educating children for brighter futures, or standing up against racism, or putting health & wellness and competitive sports within reach of the underserved, we are transforming lives. Today we impact more than 4,000 people each week.

Our mission is real, genuine, and authentically pursued by the entire staff. We're positioned for growth!

If this sounds interesting to you...keep reading!

The YWCA is seeking an experienced, dynamic, and creative Chief Development Officer (CDO). This individual will be a key member of the Executive Leadership team and will set the strategic direction in three areas: Fund Development, Communications, and Marketing. The CDO will serve as one of the YWCA's key ambassadors to the community and will be entrepreneurial with a talent for building relationships, enthusiasm for asking for financial support of the YWCA, and educating and inspiring stakeholders about the YWCA's mission.

Fund Development

- Create and implement a comprehensive Development Plan, which includes annual as well as multi-year fundraising goals
- Maintain strong relationships with existing funding sources to identify and initiate new funding opportunities to expand foundation, corporate and individual donor base
- Oversee grant management, including calendar, writing proposals and reports to funders
- Oversee the planning and execution of all fundraising and cultivation events including the management of any and all consultants
- Work closely with the Board on fundraising events and outreach to contacts and provide staff support to Board Fundraising and Event Committees
- Works closely with program directors to develop funding related projects
- Maintain and manage the organization's donor/funder management system, currently Donor Perfect, and ensure the timely acknowledgement of contributions

Communications

- Manage and execute a comprehensive communication strategy across multiple platforms – print, email, web and social media

YWCA Activity Center

515 North Street, White Plains, NY 10605
P 914.949.6227 F 914.949.2021

ywcawpcw.org

YWCA Residence for Women

69 North Broadway, White Plains, NY 10603
P 914.428.1190 F 914.949.2021

eliminating racism
empowering women
ywca

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- Create and produce compelling content, track key metrics, and provide insights for improved performance and conversion rates
- Oversee the organization's website including content development, updates, maintenance, and analytics
- Serve as a spokesperson and manage media relations positioning the YWCA leadership and staff as experts and resources on key issues that impact the organization
- Manage all YWCA publications and posts, including press releases, social media, newsletter, media kits, annual reports, brochures, flyers and other key documents
- Work closely with program directors to develop communications strategies that address their specific objectives
- Manage the agency's internal "community" site

Marketing

- Lead the development and strategic goals related to a robust marketing and social media campaign to engage our membership, partners, clients, and other supporters
- Create a marketing calendar that communicates the YWCA's thought leadership and program excellence while appealing to major donors, the media, and potential funders

Skills / Knowledge / Abilities

- Understanding and passion for YWCA's mission
- Proven commitment to equity and inclusion and ability to work with individuals of different gender, race, religion, ethnicity, national origin, sexual orientation and socioeconomic background
- Seven + years of documented experience in fundraising leadership position, with proven track record of securing significant foundation or corporate grants, sponsorships, major individual gifts and creating effective, multi-platform communications plans and tactics
- Strategic thinker with entrepreneurial spirit and the ability to embrace and execute a multi-platform approach to fundraising, marketing, and communications
- Work independently, as well as fully engage in a culture where team collaboration and diplomacy are highly valued
- Excellent organizational skills, including the ability to prioritize multiple responsibilities and meet deadlines in a fast-paced environment
- Ability to set clear goals, organize projects, establish and manage budgets, develop work processes and supervise staff.
- Proficiency with Microsoft Office applications, including Word, Excel and PowerPoint as well as fundraising database applications and content management systems
- Excellent writing and oral communications skills

Education

- Bachelor's Degree Required. Master's degree preferred.

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The YWCA is an AA/Equal Opportunity Employer

Location: 515 North Street, White Plains

Salary: \$90,000 to \$110,000

Please send resume with cover letter to: Human Resources Director, Henry Chapman at hchapman@ywcawpcw.org

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