

The Capital District YMCA is seeking a Director of Special Events full time at the Administration office in Colonie. Under the general direction of the Sr. Vice President of Business Development the incumbent is responsible for the coordination of the annual giving campaign as well as special events (The President's Award Dinner, Annual Golf Tournament and Ultimate Summer Games) for the Capital District YMCA. Provide assistance on all administrative and financial functions, relative to Capital Campaigns and Board Committees.

Know How:

BA/BS degree in Marketing, Business Administration or related field preferred; 2-4 years' experience coordinating annual giving programs and special events. Demonstrated administrative skills in support annual campaigns and special events. Excellent written and oral communications, computer proficiency, time management, attention to detail and problem solving skills. Must have the ability to balance multiple priorities in a decentralized environment. The ability to work closely and cooperatively with senior management and branch staff, volunteers, members by delivering quality customer service in a professional manner which emphasizes quality in all aspects of the work of the YMCA. Knowledge of and commitment to the mission of the YMCA and its capacity to build strong kids, families and communities. The ability to articulate and model YMCA's four core values of Caring, Honesty, Respect and Responsibilities are essential.

Responsibilities:

In conjunction with the Sr. Vice President of Business Development, develop, implement and evaluate association-wide annual Reach Out for Youth campaign. Establish a time-line for achieving campaign objectives; and ensure prospect contacts. Lead and coordinate association-wide planning, tracking, kickoff and victory celebration, and evaluation of campaign and donor recognition. Provide staff leadership and support for the annual campaign branch coordinators by: ensuring that prospects are reviewed and assigned, and that executive staff and volunteers receive assistance and that all contacts are completed. Coordinate the campaign training materials and activities to help volunteers and branch staff effectively carry out the strategies of the campaign. In conjunction with the MIS department, provide training in the use and implementation of computer systems to promote campaign activities. Direct and/or assist in the administration of association-wide corporate and branch special events, i.e.: Annual Golf Tournament, President's Award Dinner and branch specific fundraisers, etc. to ensure the best representation of the YMCA to the public. Maintain records to assure regular, accurate, informative communication with all donors and prospects. Provide administrative support to Sr. Vice President of Business Development for association wide Capital Campaigns and board committee assignments (Financial Development and Endowment). Assistance with board events such as the Heritage Club Dinner. All other duties, as requested and assigned.

Effect on End Result:

The satisfactory performance of the incumbent will result in timely and high quality administrative management of the function of the Association's annual support campaign and special events.

Physical Requirements:

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed primarily indoors, and may require occasional travel to the various branches/sites of the Capital District YMCA.

Application Deadline: March 24, 2017

Please forward a resume and cover letter to:

John J. Hayden
Vice President of Human Resources
Capital District YMCA
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Albany, NY 12205
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