

# LEADERSHIP YORK

## Fund Development Specialist

### Position Profile

LEADERSHIP YORK is seeking a dynamic, experienced professional to plan, coordinate, and implement its fund development and alumni engagement activities. This is a full-time opportunity (40 hours/week) to grow Leadership York's annual giving revenue and further develop alumni engagement.

### The Organization

Leadership York has trained, connected, and inspired individuals to serve York County since 1978. It has provided over 3,800 program graduates and over 250 local organizations with training in leadership development, skills, and community knowledge.

With a \$310,000 annual budget, one full-time executive director, one full-time and five part-time staff members, Leadership York offers professional leadership programs, workshops, and customized training.

LEADERSHIP YORK furthers its mission by offering these six signature programs annually:

**Leadership Training Program** is a nine-month experiential learning program which enhances the participants' understanding of community issues and local history while expanding leadership skills. The course provides opportunities for networking and identifying available community service positions.

**Executive Connections** is a five-session program held over three months, which is designed to provide community connections to managers, vice presidents, and CEOs who are new to the York community. Participants have access to York leaders as well as gain an awareness of York community services and history.

**Future Leaders of York** offers local high school students the opportunity to learn about York County by interacting with business, political, and civic leaders. This nine-month series is held at various business and cultural venues.

**Leadership for Diverse Schools** is a program for educators to learn to interact more effectively with diverse student populations. Participants' skills are developed towards building culturally proficient communities in their districts. This program is presented in partnership with the York Jewish Community Center.

**Mentorship York** matches emerging leaders one-on-one with prominent community leaders. The annual program encourages participants to articulate their career and community involvement goals. Participants receive the benefit of inspiration and personal guidance from current outstanding members of the York community.

**Board and Executive Director Development** consists of the Nonprofit Leadership Academy, workshops, roundtable sessions, customized training, and technical assistance. Nonprofit board members and executive directors learn governance skills and methods to help them serve their organizations and community more effectively.

## **The Position**

The Fund Development Specialist is responsible for planning, coordinating, and implementing fund development strategies, including alumni engagement, for Leadership York.

### **Key Responsibilities**

- Develops fund development strategies with the Executive Director and Advancement Committee and implements the annual fund development plan.
- Develops and maintains ongoing relationships with donors
- Manages the donor database in coordination with the Administrative Coordinator and utilizes the database for strategic donor development and alumni engagement.
- Develops strategies to increase alumni engagement and coordinates alumni engagement activities.

### **Key Competencies**

The successful candidate will have:

- Bachelor's degree preferred; or relevant fund-raising experience
- Existing knowledge of Leadership York's alumni and donor base is preferred but not required
- Willingness and ability to make face-to-face asks for monetary donations
- Knowledge of DonorPerfect or similar donor database system
- Strong interpersonal and relationship skills
- Excellent verbal and written communications skills
- Strong organizational and planning skills
- Demonstrated leadership skills and abilities; expertise in relating to and working with volunteers
- Ability to work independently
- Familiarity with Microsoft Office Suite including Word, Excel and Outlook
- Ability to work flexible hours, including evenings and occasional weekends
- Valid driver's license and satisfactory evidence of criminal history and child abuse background checks

## **To Apply**

A complete job description is available at [leadershiptyork.org/career-opportunities](http://leadershiptyork.org/career-opportunities).

Send a cover letter, resume and salary requirements via email to Wilda Alessi, Executive Director, at [walessi@leadershiptyork.org](mailto:walessi@leadershiptyork.org).

Additional information on Leadership York and its programs is available at [leadershiptyork.org](http://leadershiptyork.org).