



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Development Assistant**

YMCA Blue Ridge Assembly is a non-profit year-round conference center for groups of teens, families and children, and adults. We are located in Black Mountain, NC on 1,200 acres of forested woodland.

We are currently seeking candidates for the position of Donor Relations and Stewardship Coordinator. The Donor Relations and Stewardship Coordinator will be responsible for providing support to the President/CEO, the Vice President for Advancement and the Board of Directors. Responsibilities include drafting digital and written correspondence for all executive level correspondence, assisting in coordination and management of all advancement committee related meetings and calls, processing annual, capital and endowment donations, pledge payments, invoices, and correspondence, maintaining databases, and generating donor and campaign analysis and impact reports.

This position focuses on ensuring the executive and advancement staff and the Board of Directors function at a high level of productivity. The Donor and Stewardship Coordinator is a key ambassador focused on administrative support through effective communication, coordination and meticulous data management. The role requires the ability to manage confidential information with discretion and communicate professionally and tactfully with staff, volunteers, guests and stakeholders.

### **QUALIFICATIONS, SKILLS AND PERSONAL APTITUDES**

- Bachelor's degree, preferably in the field of business administration, communication, public relations, human services or the equivalent.
- High level of office organization and computer proficiency, including all standard business software.
- Ability to work with integrity, discretion, and a team-oriented, professional approach.
- Track record of professional and effective verbal and written communication.
- Highly organized, detail-oriented, and adaptable with proven experience in meeting deadlines while managing multiple projects.
- Proficiency with database management software. Experience with Bloomerang software preferred.
- Experience with customer relationship management (CRM) software, processes, and procedures.
- Ability to manage multiple tasks, set priorities, take initiative, work independently or as part of a team and be flexible to fulfill both stated and implied responsibilities.

## **RESPONSIBILITIES**

- Maintain digital and print mailing lists of donors, board members, vendors, volunteers, staff, conference groups and participants, and partner YMCAs and assist in management of contacts databases. Review integrity of the databases on a quarterly basis;
- Maintain tracking systems to ensure accurate donor and impact reports are generated on a monthly, quarterly and annual basis. Compile statistics, forecast trends, and conduct donor segment analysis for staff when requested;
- Process annual, capital and endowment pledges and donations through donor management software, Bloomerang, and respond to donors with appropriate correspondence within 72 hours of receipt. Ensure all correspondence is cataloged/archived for future reference;
- Assists in moves management, follow up with staff to drive engagement with donors.
- Manage pledge receivables and send reminders out 60 days in advance of pledge due date;
- Maintain strict confidentiality in managing communications and correspondence;
- Assists advancement staff as needed.

## **COMPENSATION AND BENEFITS**

- Salary dependent upon qualifications and experience.
- Eligible for YMCA Retirement Fund after two years; YMCA Blue Ridge contributes an amount equal to 12% of gross pay to the fund at no cost and without any matching requirement.
- Free meals in our dining facilities whenever conference groups are being served.
- Health insurance, dental, vision, LTD/STD, and life insurance. Offered after a 90-day review period.
- Eligible for Paid Time Off (23 days).
- Free family membership to the Y of WNC, after a 90-day review period.

## **APPLICATION PROCESS**

Interested candidates should send their resumes, along with three references, to the HR/Accounting Specialist, Bruno Vandorsee, at [bvandorsee@yblueridge.org](mailto:bvandorsee@yblueridge.org).

The application can be also submitted on the link below:

<https://blueridgeassembly.org/join/employment-application>