

## St. Cloud Area Family YMCA Job Posting

**Position:** Development Administrator

**Reports To:** Executive Finance

**Full or Part Time:** Part Time

**General Function** Administers Y Partners campaign and provides leadership for volunteer recruitment, training, recognition and retention.

**Know How** The diversity of responsibilities and support teams require a highly organized, accurate reporting, and strong written/verbal communication to achieve outcomes.

### Principal Activities

1. Will be the contact for Y Partners record keeping, reporting, prospecting, and acknowledgement systems, invoicing for all funding resources. Including events and recognition events.
2. Develop and maintain program for attracting, developing and retaining qualified volunteers.
3. Assist at front desk when needed.
4. All other duties as assigned.

### JOB REQUIREMENTS:

1. Strong listening and communication skills. Written and verbal.
2. Work as a team player supporting multiple team members.
3. Possess strong project management skills.
4. Ability to work accurately at a fast pace.
5. Basic Accounting skills. Able to perform general ledger, A/P, A/R, Payroll administration.
6. Ability to simultaneously manage multiple priorities.
7. Ability to maintain confidentiality.
8. Ability to meet deadlines.
9. Ability to work with minimal direction and supervision.
10. Proficiencies in excel, word, power point, Daxko, and other required software programs
11. Preferred - 4 year degree.
12. CPR, First Aid, and AED certifications are also required within 60 days of employment.
13. Ability to perform light physical activity lifting up to 35 lbs.

### Effect on End Results

The St. Cloud Y will benefit from a growing donor and volunteer group.

**SALARY:** Experience based compensation

**ADDITIONAL COMPENSATION DETAILS:** Access to on sight child watch provided. Free Y membership.

### HOW TO APPLY:

Please send resume to: Mike McCarty, Associate Executive Director, St. Cloud Area family YMCA, 1530, Northway Drive, St. Cloud, MN 56303. **Apply by email:** [mikem@scymca.org](mailto:mikem@scymca.org)

