

University YMCA

Director of Development & Membership

POSITION TITLE:	Director of Development & Membership
SALARY RANGE:	\$50,000 – \$55,000
STATUS & CLASSIFICATION:	Full-Time, Exempt
REPORTS TO:	Executive Director, University YMCA
LOCATION:	Urbana-Champaign, IL
START DATE:	[To be determined]

JOB DESCRIPTION

The University YMCA is seeking a mission-driven professional to take an established development program to the next level. Building upon a strong and successful foundation, the Director of Development & Membership will work closely with the Executive Director and the Board of Governors in designing and executing a comprehensive development and membership strategy. Specifically, the Director will be responsible for managing all aspects of the development program, including the Annual Fund Campaign, developing strategies to cultivate current and new membership, overseeing stewardship practices across the organization, planning fundraising events including the Annual Dinner & Auction and the Dump & Run® program, developing planned gifts, and managing and directing major gifts campaigns. Additionally, the Director will work with staff leadership to support grant application processes and specific programmatic fundraising initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

- A bachelor's degree or equivalent work experience is required.
- A minimum of 3–5 years of professional experience in development or a closely related field.
- Demonstrated success in fundraising, working with volunteers, and project management is required.
- Strong written and verbal communication skills, including the ability to speak in public, interact with and motivate donors, community leaders, and staff, and write compelling letters and proposals for support.
- An ability to work collaboratively in a fast-paced team environment.
- Essential computer skills and familiarity with donor databases such as Raiser's Edge.
- Familiarity, knowledge, and comfort with social media.
- Experience with grant writing is preferred but not required.
- Some evening, weekend, and travel time will be required as necessary.

CORE COMPETENCIES

- **Philanthropy** – Values and supports the many facets of donor-centered philanthropy as an essential component in achieving our mission.
- **Relationships** – Builds authentic relationships in the service of enhancing individual and team performance to support our work.
- **Communication** – Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.

- **Influence** – Employs influence strategies that engage, inspire, and build commitment to the cause and overall goals.
- **Developing Others** – Recognizes and acts on the need to continually develop others' capabilities to attain the highest level of performance possible.
- **Project Management** – Supports goal attainment by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress, and evaluating impact.
- **Quality Results** – Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences.
- **Change Capacity** – Leads self and others through change by navigating ambiguity appropriately and adapting well to new situations, obstacles, and opportunities.

PRIMARY RESPONSIBILITIES

- Works with key constituencies (volunteer leaders, staff, students, alumni, and community partners) in developing and executing Annual Fund campaigns.
- Writes fundraising appeal letters, stewardship and recognition communications, and grant proposals.
- Helps identify major donor prospects and strategizes with staff and volunteers to create action plans that lead to new or increased philanthropic commitments.
- Works with staff leadership to design and produce print, email, and social media communications, recognition, and training materials, and to develop analog and digital strategies for reaching and engaging supporters.
- Identifies prospects for planned giving and stewards current members of the Y's planned giving society, the Heritage Circle.
- Investigates and develops new ways to integrate development and program initiatives that make the impact of our work more accessible and connected to our supporters.
- Oversees and coordinates the Annual Dinner & Auction, Dump & Run®, and additional fundraising events as needed.
- Evaluates and assesses development activities, making adjustments and modifications as needed.
- Maintains and updates the donor database and constituent records to facilitate good communication and segmentation practices.
- Works with staff and volunteer leadership to appropriately record, reconcile, and audit all gifts to the organization; to produce and analyze reports and ensure accuracy, quality, and process continuity of all development activities; and to plan and execute an effective development budget.

STRATEGIC IMPACT

The Director of Development & Membership reports to and works closely with the Executive Director and the Board of Governors to ensure that effective strategies are in place to develop the resources necessary to support the programs that fulfill our mission.

COMPENSATION & BENEFITS

The hiring range for this position is \$50,000 to \$55,000. Final salary will be commensurate with experience and background, and with attention to equity for all personnel. The University YMCA currently maintains less than a 3:1 ratio between its highest- and lowest-paid full-time employees. A generous benefit package is available, including paid vacation, paid sick and parental leave; employee and dependent health, dental, and vision insurance; 403(b)/Roth, and employer-matched participation in

the National YMCA Retirement Fund after two years of employment, among other benefits. All University YMCA positions are at-will and contingent on funding and performance.

HOW TO APPLY

For fullest consideration, email a cover letter and resume with three professional references to jobs@universityymca.org, or mail to Jim Hinterlong, Executive Director, University YMCA, 1001 South Wright Street, Champaign, IL 61820. The search will remain open until filled; for fullest consideration, please submit materials by August 15, 2026. The University YMCA is an equal opportunity employer.

THE UNIVERSITY YMCA

The University YMCA has been a vital part of campus life at the University of Illinois since its formation in 1873. The Y plays an important role in developing students into leaders who share a commitment to making our world a better place. The University Y has a proud legacy of responding to community needs and serving as a bridge between the university and community by encouraging faith in action, promoting global engagement, working for social justice, and protecting our environment. Throughout our history, we have worked to address campus and community needs by encouraging student engagement in projects and programs that expand their view of the world, deepen their understanding of community, and integrate the ideas, knowledge, and skills gained in school by applying them to real-world situations.

STATEMENT OF EQUAL OPPORTUNITY

The University YMCA will not engage in any discrimination or harassment against any person because of race, color, religion, religious preference or opinion, sex (including pregnancy), gender identity, national origin, ancestry, age, family responsibilities, marital status, disability, sexual orientation, personal appearance, political affiliation, unfavorable discharge from the military, status as a veteran of military service, prior arrest or conviction record, source of income, or any other discrimination based on categorizing or classifying a person which is not based upon factual data about the person or group and is not related to the purpose for which it is used.