



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Cape Cod JOB DESCRIPTION

Job Title: **Annual Campaign Coordinator**
FLSA Classification: (FLSA Classification Non-exempt)
Reports to: Vice President of Development
Branch/Department: Administration/Development

Leadership Level: Leader
Job Grade: 7
Last Revised: 1/5/2026

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Annual Campaign Coordinator is a mission-driven fundraising professional who will lead our Annual Campaign. This role builds strong relationships with donors, volunteers, and community partners while fostering a culture of philanthropy grounded in equity, inclusion, and YMCA values. Fundraising is what allows the Y to keep its promise: no one is turned away due to an inability to pay -- from lifesaving swim lessons for children to lifechanging group exercise for seniors, from early education to teen mentorship, from free healthy meals to community events. Your leadership in this role will ensure the YMCA can expand access, strengthen community, and make sure every person, regardless of background, has the opportunity to connect with their purpose, their potential, and each other.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL JOB FUNCTIONS (AT LEAST 10% OF THE TIME):

1. Executes the YMCA's Annual Campaign to achieve or exceed fundraising goals.
2. Implements campaign timelines, volunteer structures, and donor engagement plans that are welcoming, inclusive, and aligned with YMCA values.
3. Recruits, trains, and supports campaign volunteers and engages staff and Board members in fundraising efforts to expand individual giving.
4. Partners with YMCA leadership and program staff to build an internal culture of philanthropy.
5. Assists with developing strategies to increase volunteer involvement and relationships. In conjunction with Vice President of Development, develops strategies to motivate volunteers to achieve goals.
6. Builds authentic donor and volunteer relationships using a donor-centered, trust-based approach to position the YMCA as the driver of solutions and donors as catalysts for community change.
7. Manages donor data, reporting, and compliance with fundraising laws and ethical standards.
8. Works with Vice President of Development on development and donor recognition materials.
9. Assists with creating interpretive materials to enable potential donors to understand the YMCA and how they contribute to the achievement of its mission.
10. Ensures compliance with all federal, state, and local fundraising regulations, including charitable solicitation laws and any applicable gaming/gambling event rules.
11. Follows AFP and CFRE ethical standards in all fundraising practices.
12. Provides support to Chief Development Officer and Committee Chairs for assigned Development Committees.

ADDITIONAL JOB FUNCTIONS (LESS THAN 10% OF THE TIME)

1. Attends staff meetings and trainings; generates database reports as assigned.
2. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes reports as necessary.
3. Completes other duties as assigned.

The Job Functions listed above are intended to describe the nature and level of work performed by a person in this

position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

LEVEL OF RESPONSIBILITY AND ACCOUNTABILITY:

An individual contributor who directly supports fundraising department, Y leadership with fundraising goals, volunteers, donors, and/or members and program participants.

LEADERSHIP COMPETENCIES:

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.

Communication & Influence: Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.

Fiscal Management: Manages the Y's resources responsibly and sustains the Y's nonprofit business model.

Functional Expertise: Executes superior technical skills for the role.

MINIMUM JOB REQUIREMENTS:

Education and Experience:

1. Development experience; 2-3 years of fundraising, donor relations, or volunteer leadership experience preferred.
2. Excellent organization and communication skills.
3. Ability to relate to and build relationships with top community leaders and diverse groups of people from all social and economic segments of the community.
4. Proficient with computers, including all standard business software, Excel, Word, Outlook, business math, and data entry; Microsoft Office preferred. Experience with fundraising database management.
5. Commitment to the YMCA's mission and values; ability to inspire and support volunteers and staff in fundraising activities.
6. Demonstrated ability to personally solicit gifts.

PHYSICAL DEMANDS, MENTAL EFFORT, AND WORKING CONDITIONS:

The physical and mental effort demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Administrative staff must be able to remain in a stationary position for several hours at a time. Administrative staff must be able to occasionally move about inside the office for meetings and to access files and office equipment. In addition, administrative staff must be able to travel to and traverse within multiple YMCA Cape Cod locations, including occasionally ascending and descending stairs. Administrative staff must frequently operate a computer and other office machinery. Administrative staff must be able to communicate with other staff, members, vendors, and community partners and exchange accurate information. Administrative staff must be able to identify and assess information and data used to perform their job.

Mental Effort: Administrative staff are responsible for completing administrative work, requiring attention to detail and organizational skills. Administrative staff may be required to work under tight deadlines and may work more than 40 hours per week, which may cause fatigue and stress.

Working Conditions: In general, administrative staff work in an office setting. However, administrative staff must also traverse to multiple locations across the YMCA Cape Cod as business needs arise as well as to meetings with Community Partners.

IMPORTANT NOTE:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURE:

I have reviewed and understand this job description.
