



## PHILADELPHIA FREEDOM VALLEY YMCA CAREER OPPORTUNITY

<b>POSITION:</b>	Philanthropic Archive Manager	<b>LOCATION:</b>	Conshohocken, PA
<b>PAY RANGE:</b>	\$35,000-55,000 annually	<b>STATUS:</b>	Full time, non-exempt
<b>POSTING START:</b>	June 6, 2017	<b>POSTING END:</b>	June 20, 2017

Imagine going to work knowing that what you do each day positively influences the lives of individuals and families in your community.

Throughout the Delaware Valley, the Philadelphia Freedom Valley YMCA employs more than 5,000 individuals in full time, part time and seasonal positions. Anchored in 20 locations, the Philadelphia Freedom Valley YMCA has the long-standing relationships and physical presence to deliver lasting personal and social change and gives staff the opportunity and flexibility to pursue their careers.

The Association Office of the Philadelphia Freedom Valley is seeking a cause-driven professional to serve as their Philanthropic Archive Manager.

### What you'll do:

- Responsible for all fundraising record keeping
- Manage, track and create reports for all campaigns, donor stewardship and prospecting processes
- Serve as a liaison between the organization's Finance and Financial Development Departments
- Implement a CRM system to coordinate with current accounting and record keeping systems.
- Oversee pledge and receivables process including billing, invoices, thank you letters related to fundraising
- Manage a data clerk to assist in keeping all development processes running efficiently and on-time
- Work closely with all campaign managers on different campaigns ranging from multi-year major gifts, annual campaigns to fundraising events.
- Work closely with all 16 branch business managers and leadership providing support for all campaigns.

### What you need to succeed:

- College Degree Preferred with a background in Accounting, and/or Fundraising data/donor management, CRM Systems management related to donors and/or sales and familiar with data analytics such as wealth screening.
- Multitasking ability for multiple campaign support
- Experience in designing new approaches to old problems
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence

### Some benefits and perks of working at the Y:

Flexible work schedule, a free family membership, discounted programming, participation in the Y Retirement Fund, health and wellness benefits, and opportunities for continuing education and professional training and development.

### How to apply:

Send resume and cover letter to Chris Tomlin at [chris.tomlin@philaymca.org](mailto:chris.tomlin@philaymca.org)

