



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Grand Traverse Bay Young Men's Christian Association (YMCA)

3000 Racquet Club Drive, Traverse City, MI 49684 231-933-YMCA (9622)

<http://www.gtbayymca.org> | info@gtbayymca.org |

<http://newsgtbayymca.blogspot.com>

Executive Secretary

The Grand Traverse Bay YMCA is seeking an Executive Secretary to provide support and assistance for the Y Director of Development and Marketing in the implementation of a capital campaign, annual fundraising appeal (Invest in Youth) and marketing the 65 + programs of the Y . The Y is in the midst of its first major capital campaign seeking \$12 million in donations from the region to build the Essential Phase of a New YMCA located on its property in Garfield Township, Michigan. The campaign will continue to raise major and other gifts of \$6.6 million over the next 18 - 24 months and heighten the community awareness of the need for the New Y. This position also supports the Invest in Youth Appeal and the marketing effort of the Y. This position is a temporary, nearly full time position for the duration of the Campaign. This position reports directly to the Director of Development and Marketing. The position does not include any benefits but provides some flexible scheduling.

The Executive Secretary will:

- Provide logistical support for the staff and committees of the Campaign.
- Implement designated special events including all event logistics and support, internal and external mailings, and event invitations for this Office's events.
- Help in the stewardship of relationships with donors and maximize giving potential.
- Support fund raising and assigned board committees by maintaining committee rosters, taking minutes, preparing and distributing materials, reserving meeting space, communicating directly with members and other general administrative support.
- Provide assistance for grant requests for capital and operational support.
- Maintain electronic, written and published communications for the development and marketing operation in all its forms.
- Maintain an inventory of materials and presentation packets.
- With training, articulate the mission, vision, and programs of the Y and the New Y to the public including conducting membership tours, answer questions over the telephone, in person, or electronically.
- Be fluent in American English and grammar, a good writer, have a superior public and telephone presence, and work with people of all types with a positive attitude and a sense of humor.
- Coordinate schedules and materiel of staff and volunteers insuring their success in their efforts to advance the Y.

- Experienced and fluent in the use of modern office technology in a multi-tasking and fast paced environment.
- Other duties and tasks as assigned.

Requirements:

- Bachelor's degree and experience as an executive assistant.
- Must have a passion and ability to work with a broad spectrum of people.
- Must be committed to and be able to articulate the mission, values and programs of the YMCA.
- Must be committed to changing the regional community by building a New Y.
- Expertise in the English language in speaking, writing and editing.
- Expertise in using computers, software and databases to create materials, letters, minutes, thank you notes, etc.
- Expertise in keeping and maintaining a modern office including use of all office machines and technology.
- Expertise in dealing with volunteers and the public at large.
- Expertise in working on multiple tasks concurrently in order to achieve a goal.
- Experience in professional philanthropy and giving settings a bonus.

The Executive Assistant is a temporary position lasting only for the duration of the Campaign (up to 24 months). This position does not provide any benefits. This position is due to start immediately upon hiring a qualified applicant.

Apply via email with resume, 5 references with complete contact information with email to dave@gtbayymca.org or Dave Eitland, Grand Traverse Bay YMCA, 3000 Racquet Club Drive, Traverse City, Michigan 49684. Qualified applicants need only to apply. No phone calls. Applications will be taken until the position is filled.
