



DEVELOPMENT ADMINISTRATOR
York, Pennsylvania

The Opportunity

Position Summary:

The Development Administrator provides administrative support to the Vice President of Development and the Development Department and is required to perform the responsibilities of the position diligently in a timely manner and with strict confidentiality. Proficiency working with MS Office and relational databases, strong organizational skills, and the ability to communicate well are essential to the success of the position. The Development Administrator works collaboratively in a team environment with all members of the Community Foundation staff.

The position requires a professional commitment to the importance of donor relations and a strong service orientation to donors and the professional advisor community in York County. A clear understanding of the vision and mission of the Community Foundation is required.

Department: DEVELOPMENT

Reports to: Vice President of Development

Position Responsibilities aligned with YCCF's mission:

Engaging Donors

- Provide administrative support to the Vice President of Development and Gift Planning Officer relating to the daily operations and activities of the Development Department
- Respond to donor and prospect inquiries and assist them in navigating online system
- Prepare donor and prospect information packets and donor fund documentation
- Per the direction of the Vice President or Gift Planning Officer, coordinate the administrative functions related to the establishment of endowed funds, including fund agreement creation, securing signed documents, database set up
- Per the direction of the Vice President or Gift Planning Officer, assist in the coordination of functions related to the establishment, administration, and on-going monitoring of bequest and estate gifts, including fund set-up, administration and tracking of status
- Help coordinate donor events, professional advisor breakfast or other development activities
- Provide administrative support for the 1749 Legacy Society including maintaining records and coordinating outreach to Society members

- Provide for the administration of gifts and the preparation of acknowledgments and tax receipts for gifts
- Provide administrative support for the Resource Development Committee and other development committee related activities including preparation for meetings, meeting coordination, meeting minutes, and other related activities and responsibilities
- Review daily news obituaries to maintain database and coordinate expressions of sympathy to stakeholders
- Coordinate congratulatory and sympathy correspondence and greetings to stakeholders
- Provide prospect research for the Vice President of Development, Gift Planning Officer and President as needed

Providing Community Leadership

- Assist with outreach activities to professional legal, tax and financial planning advisor community, assuring that the Foundation is positioned to effectively steward permanent plans
- Maintain professional advisor database and coordinate meetings for introduction
- Maintain professional advisor database and tracking system to assure appropriate visits and contact by staff and board
- Maintain planned giving prospect/donor database and tracking system to assure appropriate visits and contact by staff and board
- Maintain planned giving/donor prospect hard files and filing systems to assure continuity and accessibility for management workflow
- Maintain professional advisor hard files and filing systems to assure continuity and accessibility for management workflow – particularly client donor prospect cultivation and planned giving pipeline
- Participate in YCCF community volunteer activities when possible.
- Produce periodic reports on giving trends from YCCF database to inform development strategy and to report to YCCF Board of Directors

Investing in High-Impact Initiatives

- Relate with professionalism, courtesy, and responsiveness to the Community Foundation's constituencies and general community and maintain confidentiality in all matters
- Provide administrative support of Foundation special events in coordination with Departments and Marketing & Communications Department
- Provide administrative support to Women's Giving Circle (including meeting room reservation, set up, event RSVP & registration, cashbox, and nametags, membership renewal and tracking, and recruitment mailings)

Building Endowment for Future Generations

- Process all gifts to the Foundation and generate thank-you acknowledgement letters
- Assist in the implementation of the Foundation annual giving appeal program
- Track gift pledges and coordinate reminders
- Periodically produce reports for fund holders

- Maintain weekly gift history report
- Produce and distribute weekly donor engagement report
- Produce and distribute quarterly Resource Development Committee and Board contact assignments

Additional duties

- Providing back-up support for front desk telephone and visitor coverage
- Other duties or projects as assigned by the Vice President of Development or the President

Skills Required

- Excellent customer service and telephone etiquette
- Attention to detail
- Excellent organizational skills
- Ability to multi-task
- Ability to work independently
- Computer skills, i.e., Word, Excel, Outlook

Qualifications:

- Associates Degree or equivalent experience, paralegal qualifications preferred
- Commitment to outstanding customer service
- Demonstrated capacity to work with diverse stakeholders
- Knowledge of York County community
- Commitment to standard office schedule with commitment to participation in Community Foundation events on occasional evenings or early mornings
- Ability to access reliable internet for remote work as needed

The Organization

The York County Community Foundation (YCCF) is one of the fastest- growing community foundations in Pennsylvania because it has stepped forward to play a central role in creating a vibrant York County. Tapping into the region’s long-held philanthropic spirit and community pride, YCCF engages donors, provides community leadership, invests in high-impact initiatives, and builds an endowment for future generations. It envisions a growing, united, and prosperous York County that provides unsurpassed opportunities for all.



With over \$178 million in assets, YCCF is the fourth largest community foundation in Pennsylvania. For 60 years, it has worked with donors to establish nearly 600 permanent endowment funds and a legacy society with more than 400 members. YCCF is focused on being York's undisputed first choice for philanthropy by offering personalized options to meet donors' philanthropic goals. Learn more about YCCF by watching these [videos](#).

This is a great time to join the York County Community Foundation team. Yorkers know YCCF as a highly capable and trustworthy institution that plays a key leadership role in building a great community by centering the voices of the community. You'll be joining a mission-focused organization with a stable foundation that enables us to support long-term impact in our community. The YCCF brand is becoming more recognizable as the undisputed first choice for endowed charitable giving in York County.

This year, YCCF celebrates 60 years of creating a vibrant York County. As we embarked upon this milestone year, the staff and board went through a strategic planning process in 2020 to help chart our course for the future. We've identified exciting and ambitious priorities and we're looking for a dynamic professional who embraces our values as they drive for results.

We value courage.

We value diversity and equity.

We value strategic, collaborative, and inclusive approaches.

We value integrity.

We value innovation.

YCCF's winning aspiration is to fuel community transformation – that means using all our tools to address the underlying causes of York's challenges and fixing systems, so they work for every York Countian. This year, we are answering the three biggest questions facing our organization:

1. How is diversity, equity, and inclusion woven into YCCF's work?
2. What are our strategic focus areas for grantmaking and leadership, and what process do we use to define them?
3. How do we best position YCCF as the first choice for donors to achieve their charitable goals and as a place to invest for community transformation?

YCCF awards between \$6 and \$8 million in grants each year towards several strategic priorities:



- ❖ Children's Well-Being: Remove barriers to children's healthy development and set them up for academic success.
- ❖ Downtowns & Neighborhoods: Revitalize urban communities throughout York County.
- ❖ Opportunities for Financial Stability: Increase pathways for financial mobility and family-sustaining jobs.

- ❖ Unite for Powerful Community Progress: Strengthen collaboratives' ability to effect change.
- ❖ Embracing Aging: Create a community that is safe, welcoming, and adaptable to people of all ages by improving attitudes about aging and increasing understanding and caring about the needs and perspectives of older adults. In January 2022, Embracing Aging is launching a platform to assist community members in navigating aging.
- ❖ Environmental Stewardship: Improve water quality and recreational opportunities along the Codorus Watershed, implement energy sustainability strategies at nonprofits and in the public sector, and preserve farms and farming.
- ❖ Racial Equity: Launching Racial Equity Fund in 2021 to specifically address racial disparities and build capacity of leaders of color.

YCCF is also home to other organizations and initiatives that build community:

- ❖ The Memorial Health Fund is a supporting organization with its own board of directors. With YCCF operational support, its focus is to award grants that improve the physical, mental, and social well-being of the residents of York.
- ❖ The Women's Giving Circle of YCCF is building a community of thoughtful, effective philanthropists. The WGC is committed to educating and developing its 80 members and to engaging with funding partners and key allies across the community to support urban revitalization, educational opportunities, and diversity. It convenes stakeholders, solicits expert advice, and identifies investment opportunities where it can add unique value.

In 2016, YCCF adopted an inclusion policy and proactively diversified its Board and volunteer committees. We've also expanded our grantmaking to historically excluded groups, including launching a Racial Equity Fund in 2020. While YCCF has made well over \$1.5 million in grants to reduce educational, economic, and health inequities, revitalize neighborhoods, and promote diversity and inclusion since 2018, the Racial Equity Fund and its advisory committee provide an opportunity for YCCF to learn how to address those challenges using the racial equity lens.



During our strategic planning process, we sought feedback from community leaders of color to hear how YCCF can better support minority communities. They urged us to look for and eliminate bias in how we work and be intentional about incorporating equity into our grant making. They called on us to address the root causes of economic and educational disparities and to ensure those most impacted by racial disparities have a seat at the table when decisions are being made. We have engaged a consultant to assist us in incorporating this feedback into our daily work.

YCCF has led efforts to sustain community improvement by convening conversations on critical community issues, researching best practices, and creating powerful partnerships that drive results. In 2017, YCCF received a Commonwealth Award from 10,000 Friends of PA for its Social Impact Investment Fund, a recently- established patient capital fund that uses its operating surplus to invest in local economic development projects that contribute to York's downtown renaissance.

YCCF's Development Team

Jane M. Conover, MSW **President & CEO**

Jane Conover joined the York County Community Foundation in March 2010 as Vice President of Community Investment. She led the Foundation's evolution from reactive grantmaker to proactive driver of community change through grantmaking and leadership. She became Senior Vice President and COO in 2014 and was promoted to President and CEO in 2015.

Jane is a strategic thinker, highly driven, and is committed to marrying donor passions with building a stronger community. She envisions a community foundation that is seen as a change-maker and thus the undisputed first choice for philanthropy in York County. Jane was given an image award in 2017 from the Black Ministers



Association and in 2019 by the York City Human Relations Commission for her work to promote diversity and social justice for underserved populations.

Prior to joining YCCF, Jane was Chief Community Officer at the YWCA of York, where she played a variety of roles during her tenure including Development Director and Interim Executive Director. She led the YWCA's domestic violence and sexual assault centers and the revitalization of the Olde Towne East neighborhood, raising over \$6 million to turn-around a challenged city neighborhood. Jane holds a master's degree in Social Work from the University of Maryland, Baltimore, and a bachelor's degree in Finance from Fairfield University in Connecticut.

Jane serves on the Board of Directors of WITF public radio and on the Advisory Boards of York College's Center for Community Engagement and Graham School of Business and the Governor's Committee on Community Development. She is a member of the Rotary Club of York. Jane lives in Springettsbury Township with her husband Steve and enjoys gardening and riding scooters through the beautiful countryside of York County.

Mary Kay Bernosky, Esq.
Vice President of Development

Mary Kay Bernosky is passionate about creating thriving and vibrant communities. As an astute fundraiser for over 12 years, Mary Kay believes YCCF is the place for partnerships with those who want to give and invest in the future of York County. As the new Vice President of Development for YCCF, Mary Kay brings a law degree from the College of William and Mary Law, and an MBA in Non-Profit Leadership from Alvernia University.



As the former CEO of Safe Berks, a nonprofit agency serving victims of domestic violence and sexual assault, Mary Kay built relationships with hundreds of donors to raise more than \$4 million to construct a new, comprehensive and sustainable facility to house the myriad of Safe Berks services, including emergency shelter. She also led the organization through a strategic rebranding to better reflect the services it provided to the community.

An avid reader, Mary Kay can often be found outside with a good book or walking one of our local trails. Mary Kay is inspired by knowing she is supporting programs and projects that have enormous community impact. Mary Kay is excited to be working in the York community and is ready to help Yorkers turn their passion into their legacy.

Philip A. Woods
Gift Planning Officer

As Gift Planning Officer, Philip Woods assists York County citizens and organizations turning their passions and missions into lasting legacies for our community. Phil cultivates relationships with YCCF's donors, providing exceptional customer service and guidance to current fundholders, legacy members and prospective donors. Phil's goal is to engage donors in becoming more connected to the community through their philanthropy.



A graduate of Shippensburg University with a Major in Finance and Minor in Economics, Phil spent the first 15+ years of his career in the financial services industry, serving individuals, families, businesses and non-profit organizations as a professional financial advisor. He's currently President of the Board of Directors and in his twelfth year overall as a volunteer for York City Little League. Phil is an active member of the Rotary Club of York, sitting on the board and three committees, and a 12-year volunteer for Junior Achievement. Phil also supports the Northeastern Little League and both the York High Varsity baseball and football teams.

Phil has been married to his wife Lisa, also a native Yorker, for over 10 years and together they have two children. The Woods family has embraced a culture of volunteering by planting trees in the City of York, participating in York City clean-up efforts, serving meals to those in need, visiting local nursing home residents, participating in Wreaths Across America events for veterans, assisting both York City and Northeastern Little League operations and contributing to various fundraising efforts.

To meet the rest of the YCCF staff, visit <https://yccf.org/about-us/our-staff/>.

To Apply

Please submit cover letter, resume, salary requirements and three professional references by September 30:

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No telephone calls.