



VACANCY ANNOUNCEMENT

TITLE: Director of Development & Communications
DEPARTMENT: Development
REPORTS TO: Executive Director
SALARY RANGE: 120Ks-140Ks; commensurate with Experience, plus Excellent Benefits
START DATE: June 2016

ORGANIZATION OVERVIEW

Grand St. Settlement (GSS) www.grandsettlement.org is headquartered on the Lower East Side and provides support and services to low-income individuals and families in Manhattan and in Brooklyn, helping them overcome challenging circumstances and build rewarding lives. GSS' programs assist more than 10,000 community residents annually—from babies and toddlers to school-age youth, young adults, and older adults. Grand St. Settlement has a rich history of service and will celebrate its centennial in 2016. GSS has a diverse staff of over 300, and is governed by an experienced Executive Management team and guided by an enthusiastic and engaged Board of Directors. GSS has a committed corps of volunteers, including an active group of young professionals, poised to work with the organization into the next century of service. One of GSS' signature fundraising events, Taste of the Lower East Side, is supported by this group of young professionals along with other GSS stakeholders.

JOB SUMMARY

The Director of Development & Communications (DD) will provide leadership and strategic vision to a full complement of organizational advancement efforts: fundraising, communications, Board, donor and community relations. S/he will manage and oversee all of the agency's fundraising and public relations activities, including major gifts and individual donors, fundraising events, corporate contributions, foundation and government grants and contracts, and a communications and marketing program (newsletter, website and social media) to support an annual operating budget of \$20.5M (FY 2016). GSS' funding base consists of approximately 62% government grants & contracts, 11% foundation grants, 12% individual & corporate contributions, 15% miscellaneous & investment income. The DD will be responsible for developing and articulating a visionary plan for development that will create and sustain relationships with donors, public officials and other constituencies. The DD will create excitement about the important work of GSS, build capacity within the development department based on best practices, and partner with the Executive Director and Board of Directors to raise the organization's visibility to sustainably increase revenues. S/he will report to the Executive Director and serve as a member of the agency's Executive Management Team. The DD will supervise a department of four full-time and one part-time staff members (in addition to managing a changing mix of interns and volunteers) and will coordinate projects among program, administrative, finance staff and external consultants.

EDUCATION, EXPERIENCE and SKILL REQUIREMENTS

- Bachelor's Degree, Master's preferred
- At least 10+ years of significant success in fundraising

- Demonstrated ease working with staff, boards, donors, committees, and volunteers
- Strategic thinking and planning skills
- Sound judgment, strong integrity, and high emotional intelligence
- Superior interpersonal skills with a reputation as a team player
- Ability to multi-task and work under pressure—must be highly detailed-oriented, organized and motivated
- Committed to, knowledgeable of, and enthusiastic about GSS' mission and programs; familiarity with low-income communities and issues
- Demonstrated experience in managing people and budgets; ability to work in an informal and non-hierarchical environment with limited resources; computer literacy; knowledge of Donor Perfect (or comparable fundraising software)
- Hands-on experience with government fundraising, along with knowledge and understanding of the funding community in the New York metropolitan area and beyond
- Hands-on approach to major donor solicitation and the ability and confidence to make the ask when appropriate
- Ability to create and offer to donors innovative funding options designed to maximize donors' lifetime value to the organization including multi-year commitments and irrevocable planned gifts
- A track record as an effective communicator; highly developed skills in writing and speaking; competence at crafting proposals, donor correspondence and other kinds of materials; the ability to communicate GSS' mission and interests to a broad audience
- Demonstrated ability to create schedules and meet deadlines
- Demonstrated ability to work effectively with, and quickly gain the respect and support of, various constituencies, including Board and staff members, donors, foundation and civic leaders; experience recruiting and organizing volunteers
- Enthusiasm, high energy, and an entrepreneurial spirit
- Strong project management skills
- Proficient with goal setting, quantifying results and accountability
- Possessed of a strong work ethic and the recognition that development is not a 9-5 job; that evening and weekend work is sometimes required for success
- A record of measurable results in organizing and implementing such activities as: major gifts, annual funds, corporate and foundation giving, planned giving, social enterprise ventures and special events
- A solid understanding of nonprofit fiscal management, principles and best practices

ESSENTIAL DUTIES and RESPONSIBILITIES

Fundraising & Development

- Work closely with the Executive Director and constituencies to plan and execute a comprehensive development plan based on long and short-term needs
- Provide the leadership, strategic direction, management and coordination for all aspects of GSS' fundraising efforts
- Create a strategy for recruiting new donors at a sustainable cost, resoliciting and upgrading those donors with an eye toward identifying new major donor and planned giving prospects
- Build capacity for prospect research, report and proposal generation and general major donor stewardship
- Play a key, hands-on role in identifying, cultivating, soliciting and upgrading major donors for annual and planned gifts; make donor stewardship a priority throughout the organization
- Maintain a strong working relationship with the Executive Director so that, in partnership, sound fundraising plans, budgets, activities and strategies are developed and implemented

- Institute systems and procedures for the Development Department; oversee the development budget to maximize resources, set and achieve department goals
- For each fundraising functional area, identify key performance indicators based on return on investment, donor retention and measures of increased donor relations, not dollars raised
- Know GSS' leadership and staff; understand programs thoroughly, work collaboratively with program directors to integrate fund development strategies throughout the organization; involve directors and managers in relationship building as appropriate.
- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors and sponsors, Board members, volunteer committees, and other GSS departments; serve as a visible spokesperson and advocate for the GSS mission and programs in the funding community.
- Prepare the annual fundraising plan in collaboration with the Executive Director and the Executive Management Team for presentation to the Board of Directors; provide detailed reports about the fundraising progress to the Executive Director and Board on a regular basis
- Manage and maintain foundation grants to secure new funding. Foster relationships with new foundation prospects
- Oversee management of donor tracking and fundraising systems
- Plan and supervise special events, including hiring and supervising outside consultants
- Hire, supervise, motivate and train staff when necessary; ensure that appropriate systems and procedures are in place to support GSS' future fundraising goals; identify and develop professional growth opportunities for the development staff
- Test commercial co-venture new donor recruitment strategies like loyalty programs, round-up campaigns and point-of-sale fundraising

Communications & Public Relations

- Oversee the communications efforts for all publicity, promotion and public information activities as well as monitoring the writing, editing and producing of program brochures, annual reports, website, and other written materials
- Maintain quality assurance guidelines for external communications and organizational branding and identity
- Oversee web content, e-communications and social media strategies.
- Work with the Executive Management Team to create consistent messaging about GSS and the changing mix of services and programs.

Board of Directors

- With the Executive Director, participate in the identification and cultivation of potential Board Members and other members of the volunteer leadership
- Establish and maintain strong relations with the Board and other key volunteers, using their talents, resources and ideas to enhance fundraising activities; understand the Board's giving patterns; enhance board members' ability to identify fundraising opportunities and encourage their ongoing participation as donors and solicitors
- Train board members, when appropriate, as volunteer solicitors

Public Policy

- Work with the Executive Director to engage elected officials and policy professionals to help them better understand the needs of the community served by Grand St. Settlement.

Capital Campaign

- Coordinate marketing and fundraising activities for launch of a Capital Campaign to coincide with Grand St. Settlement's Centennial in 2016

To Apply: Email cover letter, resume, writing sample, and three references to: Director of Human Resources at careers@grandsettlement.org

Grand Street Settlement is an Equal Opportunity Employer.