

Job Posting

POSITION

Director of Fundraising and Development

EMPLOYMENT TYPE

Regular FT – 35 hours/week

REPORTS TO

VP Community Affairs

Do you have a calling to help make NYC a more inclusive and equitable city? Do you believe in providing people the tools they need to achieve social mobility? Then come rise with us! Be part of a growing organization whose mission is to unleash the potential of communities to thrive, no matter the odds. RiseBoro Community Partnership is currently seeking a Director of Fundraising and Development to oversee our donor relations program and manage our fundraising activities. The successful candidate will be responsible for developing our non-profit's fundraising campaigns, communicating with current and prospective donors, building and managing a strong development team, and telling our story of comprehensive impact in new and compelling ways to attract resources and partners to our mission. This position involves identifying and responding to RFPs and other funding opportunities, pursuing individual and corporate gifts, and managing planned and annual giving campaigns. If you have a strong background in non-profit fundraising and development, with a passion for empowering people, we encourage you to apply. Working at RiseBoro is more than a job. Join the team that will help establish a culture of philanthropy throughout the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of Fundraising and Development's primary responsibility is to maximize funding opportunities for RiseBoro with the goal of doubling the nongovernmental funding of the organization. Essential responsibilities include: working with RiseBoro's Community Affairs team to develop corporate partnerships, organize fundraising events and appeals, and secure grant income from trusts, foundations, philanthropic donors, and private firms. In addition, the Director will work closely with RiseBoro staff to identify areas of divisional, departmental and organizational need; supervise two skilled grant writers and oversee grant seeking including research, proposal writing and reporting requirements; organize and track RiseBoro's government grants initiatives; identify new non-governmental funding opportunities; plan special events in coordination with the marketing team; create and maintain a donor database; develop strategic digital fundraising campaigns (e.g. crowdfunding and others); develop relationships with major donors; identify new potential donors and nurture relationships; work closely with the Community Affairs team and senior leadership to increase efficiency in the grants application process; meet donation targets by approaching members of the public (i.e. 'community fundraising'), high value donors, companies, board members, and supporters; prepare annual income and expenditure fundraising budgets for approval; record, monitor and report financial progress; update databases, prepare reports and track fundraising activities; network with local, regional, state and national agencies, educational institutions, nonprofit organizations, and private sector business interests for organizational development; recruit and manage volunteers for fundraising projects; provide support to existing programs on writing of RFPs and participation in development of new cross-program initiatives; work with the RFP Committee and programmatic representatives to innovate and incubate new initiatives; **support and provide tools needed to the CEO, VP of Community Affairs and Board of Directors in their solicitation and stewardship efforts.**

COMPETENCIES

- A minimum of 5 years' experience with organizational development and professional fundraising
- Excellent interpersonal, verbal and written communication skills
- Established foundation and philanthropic relationships

- Successful grant writing track record
- Research skills
- Critical thinking, problem solving, accuracy and attention to detail with the ability to manage multiple projects, producing high quality results on schedule.
- Resilience and flexibility
- Possess the skills to work with and motivate staff, board members and volunteers
- Energetic and enthusiastic attitude
- Creative problem solver with a commitment to innovation
- Demonstrated presence, entrepreneurial acuity, strong relationship manager.
- Fluency in CRM platforms/ donor software, Excel and data analysis.

EDUCATION

Bachelor's degree required; Post Graduate degree preferred

SUBMIT RESUME TO

development@riseboro.org

APPLICATION DEADLINE:

September 30th. 2019