

Job Description **Associate Director of Development**

Location: New York, NY

Industry: Nonprofit

Full-Time

Exempt

Reports to Chief Operating Officer (COO)

Organization

The New York Junior League (NYJL) assists women, children and families in need by supporting the organizations that serve them through hands on programming and capacity building.

The NYJL is an organization of women committed to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Since 1901 when Mary Harriman founded the first Junior League here in NYC, The NYJL has evolved into one of the oldest, largest, and most effective women's volunteer organizations in the world, encompassing more than 150,000 women in 291 Leagues in four countries.

Today, the NYJL is comprised of over 60 volunteer committees and is led by a Board of Directors comprised of 14 volunteers who have served the NYJL and the community with distinction. With an annual budget of over \$4,000,000 the NYJL's operations are primarily financed through membership dues and volunteer-supported fundraising events.

NYJL volunteers are bound by a single goal: to improve the health and well-being of women, children, and families in our city. Visit www.nyjl.org to learn more.

Position Summary

The Associate Director of Development is a member of the senior leadership team of the NYJL and is responsible for managing the Development staff to ensure the highest standards of excellence in fundraising. The Associate Director will lead a team comprised of two full-time staff in their work to fulfill the relevant goals as outlined in the NYJL's strategic plan, in concert with the organization's Board of Directors. He/she will work closely with the Development Work Group and Management Council to ensure the NYJL meets and exceeds fundraising goals to fulfill the organization's mission related services. Reporting to the Chief Operating Officer, the Associate Director will be responsible for coordinating the work of the staff and volunteers in the Fundraising area. Alongside the Development Work Group, the Associate Director will play a key role in working to diversify the NYJL's funding resources through corporate partnerships, grants, annual giving, legacy giving, and event sponsorships.

This individual will demonstrate organizational and operational excellence in leading development initiatives. A successful candidate must thrive on change and collaboration and consistently inspire and motivate a multifunctional team of both staff and volunteers. An effective candidate is not only strategic and creative, but also willing to roll up their sleeves on all aspects of the position.

Responsibilities include but are not limited to the following:

- Create and implement an annual fundraising and development plan in conjunction with the Development Work Group that pairs key programs and assets with targeted strategies for raising revenue from corporations, foundations, special events, major donors and other individuals.
- Work with the Development Work Group to cultivate, secure, track, and steward corporate partnerships, event sponsorships, and individual donors.
- Actively and collaboratively prospect new corporate donors and event sponsorships alongside volunteer leadership.
- Support and manage the NYJL Annual Fund volunteer team to build a donor base and grow annual revenue (annual goal approximately \$150k).
- Build a pipeline of donors to help grow the NYJL's planned giving program, titled Legacy Partners.
- Create and implement a donor stewardship plan to include existing recognition programs with the Development Work Group.
- Provide leadership in the design and execution of activities focused on increasing revenue associated with fundraising events.
- Provide strategic guidance to fundraising committee leaders on the development of prospective donor events, the coordination of donor asks and the stewardship of event supporters.
- Supervise and support the Fundraising Events Associate in executing fundraising events throughout the fiscal year.
- Act as lead point person for high level corporate event sponsorships for the NYJL's fundraising events.
- Act as a point person for the NYJL's Giving Tuesday campaign, working with communications leadership to create an integrated fundraising and communications plan for the 24-hour fundraising challenge.
- Work with the Development Work Group to support the annual Employee Appreciation Fund.
- Create and foster a positive, creative, and collaborative working environment between staff and volunteer leadership.
- Actively manage grant prospecting and grant proposals alongside the Development Work Group.
- Work with Development staff to actively maintain the Donor Approval Form, which is used by committees to solicit asks for event partners and sponsors.
- Prepare all donor proposal and agreements, and actively maintain the approvals process with volunteer leadership.
- Prepare weekly development reports and monthly development Board Reports to be shared with key volunteer leadership.
- Create, monitor, and analyze key donor data information. This includes weekly, monthly, and year over year donations data from both individuals and corporate donors.

Qualifications & Requirements

- Bachelor's degree or 4 years of equivalent experience.
- At least four years of progressive experience managing the fundraising function at a nonprofit organization.
- Proven track record of cultivating and securing new revenue from a variety of funders, including corporations, foundations and individuals.
- Experience fundraising through corporate partnerships, annual giving, and planned giving.

- Experience building donor relationships and soliciting asks for gifts up to \$50,000.
- Experience working with nonprofit organization budgets.
- Excellent research, writing, analytical, and organizational skills.
- Ability to work independently and as part of a team to collaborate effectively with a wide range of staff, partners, vendors, and volunteer leadership.
- Capable of building and sustaining relationships with a variety of individuals and businesses.
- Knowledge of Microsoft Office applications, particularly advanced knowledge of Excel.
- Excellent interpersonal skills and attention to detail.
- Comfortable working in Google Drive and with project management software.
- Experience with Digital Cheetah desired but not required.

Personal Profile

This position requires independent judgment, decision-making, creativity and analysis of problems, and a high degree of diplomacy and discretion. It requires leadership and planning skills, cooperative teamwork and the ability to interact with a variety of people working on diverse levels across the organization. The ideal candidate has a high level of discernment and professionalism at all times.

Application

For more information or to apply for this position, please email your cover letter and resume to: HR@nyjl.org.

Application Deadline

Position is available immediately.

The New York Junior League is an equal opportunity employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.

To learn more, visit www.nyjl.org