



Job Description

Job Title:	Director of Development	Full-Time/ Part-Time:	Full-Time
Division/ Department	Development	Hourly/ Salary:	Salary
Salary/ Salary Range or Hourly Rate:	Commensurate with experience	Regular/ Temporary/ Per Diem:	Regular
Work Schedule:	Monday - Friday	Exempt / Non-Exempt:	Exempt

Company Overview:

Since 1893, Henry Street has delivered the most effective, compassionate and comprehensive services possible to residents of the Lower East Side and across New York City. As a multifaceted not-for-profit, Henry Street provides innovative social services, arts programs and healthcare services from 17 locations throughout the Lower East Side. Building upon its legacy for innovation and effective programming, Henry Street has grown to offer more than 50 different programs, currently making it one of the most comprehensive settlement house in New York City, as well as one of the City's largest social service agencies. Henry Street is governed by a 45-member Board of Directors and is supported by government grants and contracts, as well as foundation, corporate and individual support.

Job Summary:

Manages a comprehensive Development and Volunteer program that attracts both major and smaller gifts from foundations, corporations, direct response, individuals, government and special events. Fosters a culture of philanthropy within the organization. Assures that the organization's corporate culture, systems and procedures support fund development and vice versa. Leads staff and volunteers to institutionalize philanthropy and fund development within the organization. Plans, coordinates and assures implementation of strategies to develop donors and contributions to support the organization. Assures development and maintenance of appropriate systems to fund development including but not limited to volunteer and donor management, research and cultivation, gift processing and recognition, grants and proposals, maintains accountability and compliance standards for donors and funding sources.

Qualifications:

- Bachelor Degree and a minimum of 7 years fundraising experience in a professional position.
- Membership in a professional fundraising association is expected.
- Baseline certification in fundraising, the CFRE (Certified Fund Raising Professional) preferred.
- Comprehensive leadership and management skills and experience are required including but not limited to short and long-term planning, evaluation, directing and motivating staff, oral and written communication skills, marketing and financial management, values clarification, organizational behavior and development, and governance.
- The position requires demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions.
- Knowledge and experience in the following areas is required: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, and direct mail, social media and, development office functions including gift processing, prospect and donor histories, and fundraising reporting. The individual is also expected to have demonstrated experience and confidence in asking people to contribute time and money.
- Fluency in Microsoft Office including Word, Excel and PowerPoint, Donor Perfect or similar development management database, and web applications

Responsibilities:

1. Participate with the Executive Director, staff and governing body to define the organization's mission and direction.
 - a) Provides vital input in short- and long-term strategic and operational planning and positioning within the organization.
 - b) Helps leadership identify and address organizational development issues that challenge and support health and effectiveness.
 - c) Ensures that philanthropy and fund development are carried out in keeping with the organization's values, mission, vision and plans.
 - d) Participates with the Executive Director, staff and board in charting the organization's course in fund development.
 - e) Evaluates the effect of internal and external forces on the organization and its fund development, recommends short- and long-range fund development plans and programs that support the organization's values, mission and general objectives.
 - f) Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the

- not-for-profit sector; informs the Executive Director, development committee(s) and board on current trends, issues, problems and activities in order to facilitate policy making. Recommends policy positions concerning fund development.
- g) Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers.
 - h) Helps establish performance measures, monitors results and helps the Executive Director, development committee(s) and board evaluate the effectiveness of the organization's fund development program.
2. Provide general oversight of all of the organization's fund development activities, manages the day-to-day operations of the development function, and monitors adequacy of activities through coordination with staff, appropriate committees, and governing body.
 - a) Ensures compliance with all relevant regulations and laws.
 - b) Maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
 - c) Ensures establishment of and compliance with the organization's own fund development and philanthropic principles, policies and procedures.
 - d) Assures stability by creating a working environment that is rewarding to staff and volunteers.
 - e) Appropriately represents the institution, its board and executive director to donors, prospects, regulators, development committee(s) and fundraising volunteers.
 - f) Fosters a smoothly operating development function through timely and effective resolution of disruptions.
 3. Ensures attainment of the organization's fund development activities through the selection, development, motivation and evaluation of both professional staff and volunteers.
 - a) Helps the board and development committee(s) to determine accountabilities for board members and fundraising volunteers and helps evaluate performance regularly.
 - b) Helps identify, cultivate, recruit, and develop professional staff and fundraising volunteers. Trains, evaluates and supervises professional staff and fundraising volunteers.
 - c) Establishes personnel accountabilities for development staff and evaluates performance regularly.
 - d) Designs educational programs in fund development for staff and volunteers; participates as teacher and facilitator. Pursues formal and informal education for self and others.
 4. Designs and assures implementation of cost-effective fund development programs, employing economy while maintaining an acceptable level of quality and solid return on investment.
 - a) Assures proper planning including goal setting, strategy identification, benchmarking and evaluation to support fund development.
 - b) Assures sound fiscal operation of development function including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring and implementation.
 - c) Combines development resources in such a way as to maximize quantity and quality to obtain a set of results. Assures appropriate market testing to reduce risk and assure success.
 - d) Helps board members, chief executive, other fundraising volunteers and staff identify, cultivate and solicit charitable gifts.
 - e) Solicits contributions on behalf of the organization, generally by accompanying volunteers.
 - f) Assures development and writing of foundation, corporate and government proposals and solicitation materials.
 - g) Assures design and maintenance of donor and prospect records, gift management systems, and informational reports.
 - h) Assures appropriate prospect research.
 - i) Assures design and implementation of cultivation, acknowledgment and recognition programs.
 5. Manage fundraising and cultivation events.
 - a) Direct the annual fundraising planning, including the evaluation of new opportunities.
 - b) Support approaches to honoree candidates and manage their introduction to the Settlement.
 - c) Manage auction consultant and follow-up, review and record reconciliations and budgeting.
 - d) Prepare speeches, arrange for photography and develop copy for live auction at annual events.
 - e) Manage and grow an individual giving program consisting of board giving, direct response, on-line giving and direct gifts.
 - f) Oversee stewardship by acknowledging and recognizing gifts in an appropriate and timely way. Ensure that solicitation of gifts is conducted in accordance with the regulatory environment and ethical standards of the industry.
 - g) Oversee all communications related to fundraising, including annual report, web site, newsletters, on-line appeals and presentations.
 6. Lay groundwork, launch and manage early stages of the Capital Campaign.
 - a) Engage consulting firm for feasibility study.
 - b) Participate in case statement development and early strategic decisions.
 - c) Provide management oversight for Capital Campaign implementation by working with the facilities division, private and public stakeholders and donors, to ensure the achievement of articulated goals, priorities and objectives.

Primary Relationships:

This position reports to the Executive Director, and serves as a part of the senior management team. The position supervises the following positions: Assistant Development Director, Art Show Coordinator, Marketing Director and Volunteer Coordinator.

The position has primary relationships with the financial operation, senior management staff, and program staff. Outside the agency, the position coordinates with the governing board, fundraising volunteers, donors and funding sources.

Performance Expectations:

As a member of the senior management team, this is a high-stress position that helps set the direction and ensures the health of the institution. The individual is expected to be a competent fundraising technician and an excellent organizational development specialist.

The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Plan and implement programs.
- Establish strong and appropriate relationships with Executive Director, staff, governing board, volunteers, donors and the general community.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.
- Provide effective leadership for staff and take full accountability for achieving departmental and organizational goals.

How to apply:

To Apply email Cover Letter and Resume to jobs@henrystreet.org

In the subject line, please indicate "Director of Development"

Due to the high volume of applicants, only qualified candidates will be contacted.

Henry Street Settlement offers excellent benefits and is an Equal Opportunity Employer/Program

Date Updated: December 2011