

POSTED

October 2, 2023

DURATION

Full time

LOCATION

Brooklyn, NY / Remote
(hybrid)

SALARY RANGE

\$105,000-\$120,000

ABOUT PRATT CENTER FOR COMMUNITY DEVELOPMENT AND PRATT INSTITUTE

Founded in 1963, [Pratt Center for Community Development](#) is a non-profit organization that is housed within Pratt Institute. Pratt Center brings research, policy, planning and community engagement expertise to community organizations that are working on the frontlines to make New York City strong, equitable and sustainable. In recent years, Pratt Center has collaborated with long-term community partners on efforts to [strengthen tenant rights](#), facilitate [community-led planning](#) across the city, launch a [climate justice program](#) to retrofit homes for low-income people in Brooklyn and expand the [Made in NYC](#) initiative, which supports local makers and small manufacturers. Pratt Center is part of a robust research and strategic partnerships unit in academic affairs reporting to the Provost, with offices in the [The Research Yard](#).

Founded in 1887, [Pratt Institute](#) is a global leader in higher education dedicated to preparing its 4,700 undergraduate and graduate students for successful careers in art, design, architecture, information, and liberal arts and sciences.

ABOUT THE POSITION

Pratt Center is seeking a Director of Development to support the Executive Director and Pratt Center staff in developing and executing a fundraising strategy to ensure adequate financial support for Pratt Center. The Director of Development is the liaison between Pratt Center and the Pratt Institute's Institutional Advancement department, which is responsible for fundraising and communications for the broader university. The Director of Development will also liaise with the Office of Research and Strategic Partnerships within the Provost's division. The position will be housed in Pratt Center and report to the Executive Director of Pratt Center for Community Development.

It is an exciting time to join Pratt Center and work alongside our new [Executive Director](#) to help implement a strategic vision of deep community engagement to ensure that Pratt Center is a go-to resource for communities across New York City.

Responsibilities

In close coordination with the Executive Director, the Director of Development will be responsible for sustaining and increasing revenue from foundation, individual, corporate, government and other sources. They will manage the Pratt Center's grant submissions and reporting; oversee external communications and events to increase visibility and funding prospects and provide strategic direction, management and coordination for all of Pratt Center's fundraising efforts.

Fundraising Strategy and Execution

- In coordination with the Executive Director, leadership team and programmatic staff, develop a proactive and achievable fundraising plan based on Pratt Center's strategic priorities that includes clear goals, benchmarks and indicators for success;
- Identify and pursue new funding opportunities aligned with the organization's programmatic direction and goals;



- Collaborate with community partners and other stakeholders to develop joint funding proposals;
- Collaborate with other fundraisers across Pratt Institute to ensure a coordinated approach for prospects and donors and to develop and implement cultivation and solicitation plans;
- In close collaboration with program staff, draft, iterate and finalize writing for grant applications, proposals, and reports and package them appropriately for submission to funders and partners.

Grant & Donor Management

- In coordination with the Executive Director, build and sustain relationships for a portfolio of current and prospective funders;
- Manage calendar of funding proposals and grant submission deadlines and work with staff and leadership to ensure timely and quality completion of all related tasks;
- Maintain detailed records and tracking of proposal submission, stewardship, and reporting activities;
- Maintain a detailed donor database with prospective, current and past funders.

External Communications

- Collaborate with communications staff to craft materials and assets as part of a compelling communication plan to engage Pratt Center's current and potential funders; including monthly newsletters, campaigns, and announcements;
- In coordination with staff and leadership, plan, execute and manage virtual and in-person events to increase Pratt Center's visibility and brand with current and prospective funders.

Management, Leadership & Advancing Racial Equity

- As a member of the leadership team, provide overall leadership and mentorship including supervising staff and interns and ensure staff have the skills, tools, support, input, and feedback they need;
- Contribute to building and strengthening a positive team culture of mutual support;
- Bring a racial justice lens and analysis of structural racism to all facets of the work.

Qualifications

The successful candidate must demonstrate the following experience and skills:

- Fundraising success: proven track record of successfully raising resources for a mission-driven institution;
- Relationship building: Experience cultivating successful relationships with donors and funders including individual, foundations, government, and corporate donors as well as staff, interns, volunteers and community partners;
- Strong communication skills: Ability to communicate clearly, concisely, and logically both verbally and in writing to a variety of audiences;
- Highly organized: Ability to consistently meet deadlines;
- Demonstrated commitment to social, racial, and economic justice and experience working effectively and leading with persons from diverse cultural, social, and ethnic backgrounds.

The most successful candidates will also have some of the following skills and experience:

- Management experience: Demonstrated skills and experience in managing staff and/or interns.
- Demonstrated knowledge and experience with non-profit finance, and business development.
- Familiarity with urban planning and/or related urban policy issues.

Education & Experience

BA/BS or equivalent and 7+ years of demonstrated success in fundraising for social impact, non-profit or community-based organizations.

Salary Range and Benefits

Salary is competitive and commensurate with experience and qualifications. The salary range for this position is \$105,000 to \$120,000. The position will be hybrid in office and remote. Currently Pratt Center staff are onsite 2 days/wk, and remote 3 days/wk but that is subject to change.

Generous Benefits:

- 403B Retirement Program
- Supplemental Retirement Account
- Tuition Benefits for Employees and Dependents
- Tuition Exchange Program
- Summer hours
- Flexible Spending Accounts - commuter, medical, dependent care
- Child care Benefit
- Basic life and AD&D insurance provided by Pratt
- Medical, Dental, and Vision Care Coverage
- Paid time off - vacation days, sick leave, and major holidays off
- Additional Perks - free entry to select museums and cultural institutions, free use of campus recreation facilities

To Apply

Interested candidates should submit a cover letter and resume using [Pratt Institute's hiring portal](#). If you are selected for an interview, please be prepared to provide at least 5 references via our on-line reference tool system.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, creed, religion or belief, national or ethnic origin, citizenship status, marital or domestic partnership status, sexual orientation, sex, gender identity or expression, age, disability, military or veteran status, or any other characteristic protected by federal, state, or local law. Pratt Institute recognizes and values the benefits of a diverse workforce.

