



Phipps Neighborhoods is a 48-year-old multi-service nonprofit providing opportunities for children, youth, and families to break the cycle of poverty and achieve long-term self-sufficiency. We work in South Bronx neighborhoods where we can address the greatest barriers to lasting success. Phipps Neighborhoods serves approximately 12,000 children, teens and adults in our three program areas Cradle to College and Career (pre-kindergarten services, community schools, after school programs, and college access counseling); Civic Engagement and Education (Bronx Youth Community Action Team and Mentoring Program); Career Development Training (Career Networks- Healthcare, Education, and Summer Youth Employment). Phipps also provide community resources, such as healthy families programs, financial literacy and counseling, adult education, and supportive housing for young people aging out of foster care. We work closely with stakeholders including government, businesses, philanthropic partners, and other community partners to employ a structured approach toward creating shared goals to achieve significant and lasting social change and help individuals thrive in every aspect of their lives.

The Position

The **Director of Development and Communications** will be responsible for creating and implementing strategies to meet revenue goals; and for the marketing, special events and public relations activities of the organization. The Director will report directly to the Chief Strategy and Partnership Officer and oversee all fundraising and communications activities and staff, as well as special events. The Director will primarily focus on Phipps Neighborhood; however, he/she will also spend approximately 20% of his/her time on Marketing and Communications activities for Phipps Houses Services Inc.

The Responsibilities:

- Lead the Development and Communications team in designing and implementing a diversified fundraising plan to prepare the organization to meet ambitious fundraising goals for general operating support and special projects or programs. Supervision should include training team members to ensure cross functionally among positions. While each team member will have a specialty, all should be able to step into other roles when necessary.
- Build and maintain strong relationships with funding sources and identify and initiate new opportunities to expand the foundation, corporate, and individual donor base.
- Respond to government requests for proposals and other public sector funding opportunities
- Develop effective working relationships with the Board of Directors; actively engage board leadership, board members and community volunteers in the development, training, endorsement and implementation of annual fundraising plan

- Oversee the preparation of high-quality and timely grant proposals, solicitations, funder reports, acknowledgements, and any other communications required to support ongoing fundraising activities. Manage donor/funder tracking programs and staff responsible for data entry.
- Plan and oversee marketing and public relations activities, promoting and expanding the visibility of the organization and managing the Phipps brand for both internal and external audiences. Create internal systems and processes to gather information from the field and share with staff.
- Oversee production of all print and virtual PR materials, including newsletters/ e-newsletters, annual appeals and reports, and information packets.
- Plan and execute special event, including cultivation, recognition, construction-related functions, press conferences and the annual Community Builders Gala
- Maintain and provide upgrades to the Phipps Neighborhood and Phipps Houses public website and public information communications, including social media.

Qualifications:

- BA in related field required; MA preferred
- At least 5 years' experience in development, communications and/or program in the non-profit field, with demonstrated success in cultivating and maintaining relationships with stakeholders and funders
- Demonstrated excellence in organizational and managerial skills, ability to take initiative, manage multiple tasks simultaneously and work independently and as a member of a team
- Demonstrated strong oral and written communication skills (writing sample required)
 - Knowledge of or readiness to learn Raiser's Edge a plus.
 - Commitment to education, youth development, housing and poverty issues
- Sense of humor

Compensation and Benefits

Salary commensurate with experience; benefits are competitive

In your cover letter please outline why this position is of interest, exactly how your experience matches the qualifications stated and what you believe differentiates you from other candidates. Additionally, please provide the salary range you are seeking. Submissions without cover letters and salary requirements will not be considered.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Please apply through our job portal using the following link:

<https://recruiting.ultipro.com/PHI1005/JobBoard/d214740c-ca40-4152-b685-d0cc250f7326/Opportunity/OpportunityDetail?opportunityId=8180ef4a-375e-4f7d-99ac-f23733535b0d>