



50 East 168th Street, Bronx, New York 10452

[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Senior Development Officer  
**Location:** 50 East 168<sup>th</sup> Street, Bronx, NY 10452  
**Reports To:** Vice President, Development and External Affairs

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

WHEDco seeks a Senior Development Officer to be a leader in identifying, securing and maintaining funding primarily from government, foundation, and corporate sources to support. The Senior Development Officer will have a broad understanding of WHEDco’s affordable housing, community economic development, childcare, family support, early childhood and youth education and development, small business, and arts work. S/he will be a leader in identifying and securing funding to support our research, policy, and program development work. S/he will help develop new materials, language, frameworks, and plans to sustain and expand the organization’s work. S/he will support the Vice President, Development and External Affairs in managing Development Team deadlines, meetings, revenue tracking, and funder relationships. S/he will provide support to the Executive Team, the Research, Policy and Evaluation Department, and program directors in developing and improving program initiatives.

**Primary Responsibilities:**

- Writing superior quality, persuasive grant proposals and reports to communicate with corporate, foundation and government funders.
- Identifying and forecasting trends and preferences in the institutional and government funding worlds and positioning WHEDco to maximize funding opportunities within these frameworks.
- Engaging funders in discussions regarding our response to emerging and evolving needs and opportunities in the communities we serve, and securing their funding support and ongoing involvement.
- With an eye toward maximizing funding opportunities, working with executive and program leadership and our Research, Policy, and Evaluation Department to design comprehensive plans for program improvement and/or expansion.
- Researching and creatively identifying new funding sources for WHEDco, including social impact investments, loans and mission-related business initiatives.
- Coordinating and leading site visits and funder meetings.

- Providing support to the Vice President, Development and External Affairs in tracking revenues and developing internal development and fiscal revenue reports, cash and accrual flows, and forecasts for foundation, corporate, and government sources.
- Providing support for special events, volunteer engagement, and other Development-related events, as needed.

**Qualifications:**

- Bachelor's degree required, master's degree preferred.
- Minimum five years of experience writing substantive grant proposals, communications materials, and/or research or policy. Early child care and development, affordable housing, supportive services, research and policy, and nonprofit community development related experience preferred.
- Strong budgeting/excel skills.
- Excellent written and verbal communication skills.
- Organized with strong attention to detail.
- Able to handle multiple assignments and meet deadlines.
- Collaborative and congenial work style.

Excellent benefits and competitive salary based on experience.

**To apply send a cover letter, resume, and two writing/work samples to one of the following:**

**Email:** [devofficer@whedco.org](mailto:devofficer@whedco.org)

**Please include your name and "Senior Development Officer" in the subject line.**

**Mail:** WHEDco, 50 East 168<sup>th</sup> Street, Bronx, NY 10452  
**Attn:** Vice President, Development and External Affairs

**Fax:** 718-839-1170