



## **Job Posting**

### **DIRECTOR OF DEVELOPMENT**

#### **AGENCY BACKGROUND**

Northern Manhattan Improvement Corporation (NMIC) is a community based, not for profit organization founded in 1979. We have grown into a leading multi-service agency with over 100 staff members primarily serving Upper Manhattan and the Bronx. Our mission is to serve as a catalyst for positive change in the lives of people in our community on their paths to secure and prosperous futures. Integration is the cornerstone of NMIC's continuum of programs, which can identify and address a broad array of immediate needs through comprehensive crisis intervention services. Clients then move seamlessly to capacity building services through programs designed to transition individuals and families to self-sufficiency. Please see our website at [www.nmic.org](http://www.nmic.org) to learn more about us.

NMIC's budget is approximately \$14 million annually and has grown 40% over the past three years. The organization's funding is through government sources (93%), restricted foundation giving (approximately 5%) and unrestricted contributions including a recently inaugurated annual benefit (approximately 2%). Government contracts have historically provided a foundation for NMIC program funding and we are looking to accelerate the diversification of our funding streams.

#### **SUMMARY OF RESPONSIBILITIES:**

The Director of Development will capitalize on NMIC's history and our recent growth to build fundraising and communications. These efforts will grow unrestricted revenue streams to provide the short- and long-term financial and mission sustainability the agency seeks. The Director will have a motivated and enthusiastic Executive Director, Board, senior management team, and program directors all willing to invest in the success of this initiative.

This position will offer the right individual an opportunity to shape, and ultimately grow, a development department. The Director will develop and cultivate an agency-wide fundraising strategy and culture and will enhance the underlying infrastructure and systems necessary to nurture this expansion. S/he will be primarily responsible for unrestricted fundraising and for prospect engagement for restricted fundraising as well as for agency-wide communications.

The Director will supervise a full time Communications Coordinator and will have administrative and technical support for systems development and maintenance. S/he will report to the Executive Director as part of the senior management team and will work closely with the Board as the liaison to the Board Development Committee. The Development Director will also be expected to reach out to and work with the philanthropic community committed to NMIC's mission, goals, and needs.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

### **Create a long-term fundraising strategy**

- In conjunction with the ED, board of directors, CFO, and CPO, create a long-term fundraising plan and strategy to meet NMIC's financial and mission goals.
- Identify fundraising options aligned with organizational goals.
- Evaluate campaign opportunities within the context of a changing fundraising environment.
- Understand NMIC's competition and comparative advantage to build development strategy.
- Move development capacity beyond restricted contributions to include unrestricted efforts.

### **Build a fundraising culture**

- Serve as fundraising liaison to the Board of Directors; assist the Board Chair in setting Board fundraising targets; and along with the ED, staff the Board Development Committee.
- Initiate and manage a staff fundraising committee, and conduct presentations for members of NMIC's staff and Board to educate them about fundraising and engage them in implementation.
- Research and implement best practices to define the fundraising role and goals for senior management team members.
- Engage the entire organization to identify potential fundraising opportunities.

### **Develop fundraising infrastructure and systems**

- Research, select, implement, and maintain an appropriate database for existing and potential donors. Oversee the input of existing and potential donor lists.
- Develop and maintain a comprehensive calendar of development activities, including deadlines for foundation/corporate proposals and reports.
- Produce annual and multi-year development budgets including expense structure and revenue targets.

### **Lead unrestricted and restricted fundraising activities**

- Build a donor cultivation plan and schedule of events.
- Lead event planning and staff all relevant committees (including the annual benefit committee).
- Develop and implement a major donor cultivation strategy, including by identifying opportunities for the Executive Director to cultivate potential major donors.
- Engage in prospect research and recruitment—foundation, corporate, and individual—to identify and secure additional resources to build program capacity.
- Identify and secure new foundation and corporate unrestricted giving.
- Coordinate relationships with, and reporting to, foundation and corporate donors with the CPO and program directors. Assist, when needed, in preparation of restricted giving proposals.
- Collaborate with the CPO to supplement government grants and contracts when needed.

### **Oversee all agency communications**

- Direct NMIC's communications efforts—particularly digital and social media—including supervision of a Communications Coordinator responsible for graphic design, copy writing, and related activities.
- Supervise and collaborate with the Communications Coordinator to align communications with mission and fundraising.

- Communicate relevant NMIC program accomplishments to targeted constituencies.
- Apply analytics to communications evaluation and decision-making.

## **QUALIFICATIONS:**

- Bachelor's degree required.
- Proven track-record achieving restricted and unrestricted fundraising goals.
- Success defining and building systems and staff capacity (including identifying and implementing transactional fundraising software).
- Experience identifying fundraising opportunities, including foundations, corporations, major donors, and other individuals.
- Strategic planning capacity to identify and meet long-term goals.
- Experience working with Board members at varying levels of familiarity with fundraising.
- Ability to manage communications, including experience with social media.
- Experience managing fundraising events.
- Use of, and ability to follow, creative and innovative trends in the industry.
- Demonstrated leadership and collaborative senior management decision-making capability.
- Creativity, flexibility, curiosity, and motivation to achieve goals.
- Excellent written and oral communication skills.
- Spanish language fluency is a plus.

## **SALARY/BENEFITS:**

NMIC offers a competitive salary based on experience and education as well as a comprehensive benefits package.

## **TO APPLY:**

Please send the following documents to [HR@nmic.org](mailto:HR@nmic.org) by January 5, 2018:

- Cover letter
- Resume
- Writing samples
- Salary requirements

All attachments should be in Word or PDF form. No phone calls please.

## **NMIC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

NMIC is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise.