



IMMEDIATELY HIRING Director of Development

Figure Skating in Harlem (FSH), the renowned nonprofit organization that uses the grace and discipline of figure skating to inspire and strengthen academically successful young leaders, immediately seeks an innovative Director of Development that can help to expand and diversify its revenue streams. The only NYC nonprofit organization that lifts and supports young women through a combination of education and sports, FSH is rapidly scaling its operations. Building on 20 years of success in NYC, FSH launched a new satellite in Detroit in 2017 and is continuing to expand its local programming. An entrepreneurial Director of Development has the opportunity to dramatically impact that growth by partnering with the CEO, Leadership Team, and the Board of Directors to augment traditional contributed income lines while pursuing strategic partnerships and sponsorship opportunities.

Organizational Background

Figure Skating in Harlem (FSH) is the first organization to combine the power of education with the grace and discipline of figure skating to build young leaders. Our mission is to help girls transform their lives and grow in confidence, leadership and academic achievement. We give girls ages 6-18 access to innovative afterschool and summer programs that advance their intellectual, emotional and physical health.

For more than two decades, our award winning programs have provided girls from low income communities with access to education, health and wellness services to help them reach their fullest potential. Our vision is for every student, regardless of socio-economic background, to acquire the foundational academic, social and leadership skills to achieve her dreams. Headquartered in Harlem, we have just launched our first satellite chapter in Detroit – Figure Skating in Detroit.

Job Summary

The Director of Development will be a talented, motivated and entrepreneurial professional ready to build on FSH's current successes, support its volunteer's fundraising activities, and partner with a dynamic CEO in creating and nurturing relationships with prospects, donors, and partners. S/he will be passionate about our mission, and serve as an ambassador of the organization representing FSH in all facets of development operations.

The Director will report to the CEO and be a member of the senior leadership team with both internal and external facing responsibilities. The Director will focus on enhancing and executing a comprehensive development strategy that yields a stable and diversified funding base and grows contributed income from \$2,400,000 to \$5,00,000 in the coming five years to support expanding programs.

FSH seeks to meaningfully increase its contributed income in several key areas, including individual major gifts and corporate support and sponsorships. The successful candidate will manage and steward a portfolio of donor relationships, work creatively to identify and cultivate new individual prospects, and seek to deepen relationships with all annual donors, including gala supporters. He/she will be responsible for creating a tracking system or 'moves management' system that will steadily enhance relationships, particularly with individual prospects and donors, tracking critical next steps and timelines. S/he will serve as a key face to face solicitor in many donor relationships and support the CEO in others. The Director will also be an important liaison for the Board of Directors, helping support each member to achieve their best results in driving revenue and resources to FSH. S/he will also be integrally involved in defining and tracking board development goals, creatively seeking to forge new relationships and build a pipeline of prospective board members.

The Director will also provide leadership to and collaborate with department teammates to increase corporate partnerships and sponsorships for general operating programs as well as special events and programs and augment foundation grants, including family foundations. S/he will serve as the primary leader for FSH's extremely effective annual gala, work to attract honorees, and build ongoing relationships with attendees S/he will oversee marketing and communications, and help to ensure the FSH brand is well presented in all materials and engagements.

Ideal Candidate

The successful candidate for FSH's Director of Development will be an engaging and forward thinking professional that not only thinks and plans creatively but can execute and follow through. S/he will be collaborative and energetic, inspiring an environment of possibilities. S/he will be a relationship builder and a confident solicitor with a proven track record. This is an opportunity for an experienced, personable, results-driven fundraising professional with excellent management skills to join a dynamic organization at a critical and exciting stage.

Primary Responsibilities

Lead and manage a three-person development and marketing team responsible for raising a \$2,400,000 annual budget and more. Plan and execute an annual fundraising plan. Coordinate with and support peers in solicitation of individuals, corporations and foundations to generate revenue. Develop, cultivate, and steward on-going relationships and partnerships with constituents, including board of directors and gala stakeholders. Communicate internally and externally through clear and compelling communications. Serve as a key member of the leadership team.

Reports to CEO

Leads and Supervises

Director of Grants and Finance, Marketing and Communications Manager, Development and Special Events Manager.

Responsibilities

Prospect and Donor Development:

- Design and implement a comprehensive multi-year fundraising plan that will generate short-term results and sustainable long-term growth to ensure an annually increasing base of revenue to support a growing organization.
- Provide innovative strategies to diversify base of support and increase levels of giving (i.e., expand donor base, develop new traditional and nontraditional funding sources, create planned giving options, and generate multi-year gifts).
- Expertly manage and expand donor relations and portfolio by developing and growing individual donor base, nurturing relationships with current donors and cultivating new prospects through research and outreach, including mail and email campaigns and social-media.
- Implement prospect and donor management tracking system such as 'moves management'; support CEO and volunteers with timely reminders and assistance.
- Work collaboratively to link organizational operations and priorities to funding strategies, and devise opportunities for specific individual donors, corporate and foundation interests.
- Generate fresh ideas and strategies to increase corporate sponsorship opportunities for both programs and events. Diversify industries and communities involved with FSH.

Board of Directors and Volunteers:

- In conjunction with the CEO, serve as partner, supporter and driver of Board of Directors to maximize their philanthropic and volunteer engagement.
- Engage Board members in proactive discussions regarding give/get responsibilities while helping them serve as Ambassadors for FSH.
- Activate bona fide Development Committee and create opportunities and systems for volunteers to develop prospects and gifts.
- Capitalize on reinvigorated Junior Board to develop focused strategies for engagement and fundraising.

Special Events and External Relations:

- Provide strategy and oversight on planning and execution of the Annual Gala Benefit, as well as other events for cultivation and fundraising.
- Serve as enthusiastic, well-informed spokesperson at key events to raise awareness and build relationships.
- Stay current with organizational strategies and programs to recommend potential donor opportunities.
- Oversee the Marketing and Communications Manager's creation of materials to build awareness for organization, provide leads for PR, and create opportunities for visibility.
- Oversee and collaborate with the Marketing and Communication Manager to update all supporter content including brochures, website, social media, etc.

- Collaborate on the writing of the annual report and regular e-news blasts, to keep supporters informed/engaged.

Department Operations:

- Provide collaborative leadership to all members of development team, enhancing and developing skills among team members for betterment of department and individuals.
- Supervise and help execute prospect research, creating donor profiles and tracking relationships of major donors, family foundations, board members, and affinity groups.
- Manage all aspects of the gift cycle, including donor cultivation strategies, initial contact, solicitations, correspondence, acknowledgements, recognition and stewardship, in an appropriate and timely manner.
- Devise and lead cultivation events, design agendas and manage logistics for donor meetings and site visits.
- Provide oversight of the donor database by the Development and Special Events Manager.

Other:

- Draft realistic revenue forecasts, in-depth analytical reports and measure progress on fundraising goals.
- Create or supervise preparation of all fundraising materials for meetings with volunteers, donors, and the Board of Directors.
- Provide training and support to staff, board, donors and volunteers to meet financial goals.
- Serve as a key member of leadership team influencing and driving strategy to accomplish goals.
- Perform other tasks, projects and responsibilities as requested by the CEO.

Qualifications

- BA/BFA required. MA/MFA/MPA in Public Relations, Business, Non-Profit Management or Marketing is a plus.
- 7-10 years successful fundraising and management experience, preferably in the New York philanthropic community.
- Appreciation for and preferably experience in youth development and education nonprofits including commitment to and passion for mission.
- Proven track record of success experience in successfully identifying, soliciting and cultivating individual and/or corporate donors and in securing four, five and six-figure gifts. Knowledge of planned giving a plus.
- Experience executing and/or managing fundraising programs raising \$2 - \$5 million or more annually.
- Outstanding written and verbal communication, interpersonal and presentation skills. High integrity leadership skills a must.
- Ability to think analytically, take initiative, and be results- and detail-oriented. Resolve problems quickly, provide tactful feedback.
- Competency with budget management.
- Proficiency with MS Office, Raiser's Edge (or similar database) required

- Strong prospect research skills. Grant writing experience is a plus.
- Presence and comfort level to work with a diverse population.
- S/he will thrive in a culture of contagious positive energy, high performance, and teamwork.
- Sense of humor and calm in fast-paced environment is a must (customer-friendly attitude).
- Flexibility to work periodic evenings and occasional weekends as needed.

How to Apply

Figure Skating in Harlem offers a competitive salary for this position, commensurate with experience and a comprehensive benefits package. This is a full-time, exempt position. Figure Skating in Harlem seeks to hire staff who reflect the diversity of the communities they serve. All positions are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

For more information about the organization, visit figureskatinginharlem.org.

FSH has retained Strategic Management Consulting to execute the search for the Director of Development position. All applications will be maintained in confidence. Please send cover letter and CV in PDF format via email. No phone calls.

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