



## **Development Officer**

### **Position Description**

February, 2018

### **Overview of Leviticus**

The mission of the Leviticus Fund is founded on the biblical verse of Leviticus 25:23 and its call for justice in the stewardship of economic resources. The Fund supports transformative solutions to serve low-income and vulnerable people by combining flexible capital from social impact investors and contributors with knowledge-sharing to create sustainable and affordable communities.

We do this by providing flexible financing and technical assistance to support nonprofit organizations primarily in New York, New Jersey, Connecticut who are developing real estate that creates or preserves affordable housing, including housing with supportive services for those with special needs; child care and early learning centers; community health centers; charter public schools; and projects providing access to healthy food in underserved areas. All projects we support aim to improve communities and the lives of low-income residents. Leviticus has an eight person staff and is located in Tarrytown, NY.

### **Position Summary**

The Development Officer, which is a new position within the Leviticus Fund, will have a range of responsibilities, all aimed at increasing operating grant resources by attracting new sources and expanding the commitments of existing funders, and bringing in additional member and associate debt resources, into the organization to support our work. The position requires independent initiative and regular face-to-face meetings outside the office, primarily in the New York City metropolitan area. It also requires an organized approach, high emotional intelligence, strong writing skills, a passion for our work and the ability to effectively communicate that passion and stir it within others.

Reports to: Executive Director

Status: Full-Time

### **Duties and Responsibilities**

The Development Officer will have duties that support the central goal of bringing new resources into the Leviticus Fund. The primary duties of the Development Officer will be:

1. Independently and actively identifying new potential providers of grants to Leviticus on an ongoing basis. This includes doing research on potential providers and outreach via in-person meetings, attending conferences, attending networking events, internet research, writing emails and making phone calls.
2. Build and cultivate relationships with (i) potential providers of new grants to Leviticus and (ii) existing providers of grants to secure grant increases. The Development Officer will also maintain existing relationships through continuity of contact and communication.

3. In consultation with the Executive Director, develop appropriate strategies to creatively approach funders, write and submit grant proposals and ultimately secure new operating grant funds from multiple providers, including:
  - Bank Foundations
  - Private Foundations
  - Community and Family Foundations
  - Corporations
  - Government sources
  - Individuals (donations)
4. Achieve annual fundraising goals from existing grantors and new grantors (distinct goals for each), including renewal and new applications submitted and approved.
5. Conduct active, ongoing research and outreach to existing and new religious communities and other 501(c)(3) nonprofits that are, or might become, member investors in Leviticus. This includes:
  - Developing and executing a membership expansion plan
  - Developing outreach schedule and plan
  - Carrying out research in coordination with Executive Director
  - Setting up one-on-one meetings for the Executive Director with key contacts at potential religious community investors
  - Attending annual gatherings of the Leadership Conference of Women Religious and Resource Center for Religious Institutes
6. Carry out associate investor stewardship and expansion through active, ongoing research and outreach to existing and potentially new associate investors. This includes:
  - Developing and executing an associate expansion plan
  - Developing outreach schedule and plan
  - Identifying faith-affiliated corporations and churches to approach
  - Identifying strategies and consider organizing small- to medium-sized gatherings to attract new individual associate investors

### **Qualifications**

#### *Education*

- Minimum of a Bachelor's Degree is required.

#### *Work Experience*

- At least five years of experience working in a development capacity or fundraising capacity preferred.

#### *Skills/Attributes*

- Broad, active curiosity with strong interest in ongoing learning about community development, including CDFIs and the roles they play.
- Ability to creatively see alignment between new or expanded lending and program activities emerging at the Leviticus Fund and related funder priorities.
- Consistent proactivity in identifying, researching, reaching out to, and cultivating potential providers of new resources and in "thinking outside the box" in where those sources could be and how they might be approached.

- Positive and personable nature with strong emotional intelligence, effective external communication skills, cooperative attitude, and an ability to work well with a variety of personalities.
- Excellent writing skills.
- Excitement about consistently meeting and engaging new people.
- Ability to independently track and carry out responsibilities, and independently meet deadlines (once job duties are understood and mastered).
- Outstanding attention to detail and the ability to work on and complete multiple tasks.

The Leviticus Fund is an Equal Opportunity Employer and offers a competitive salary and good benefits. Travel is required but will primarily be local in nature, mostly in the New York metropolitan area. Applicants must have a valid driver's license.

#### **Position Availability and Location**

The position is available immediately, and is based in Leviticus' Tarrytown, NY office, though flexibility may be considered for the right candidate.

#### **How to Apply**

Please email a resume and cover letter (in MS Word format), outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, to [gmaher@leviticusfund.org](mailto:gmaher@leviticusfund.org), **no later than February 28, 2018.**