

**Vice President of Development – Salary Range 100k – 115k**

Since 1982, Greyston has provided individuals in Southwest Yonkers, NY with employment, skills and resources to lift themselves out of poverty. Greyston's internationally recognized world-class bakery provides jobs to individuals who are often excluded from the mainstream workforce, and our wrap-around community programs help individuals maintain employment and begin climbing the economic ladder. Rather than investing in the exclusion of applicants, Greyston invests in an inclusive model that ensures everyone willing to work has a fair chance to obtain and keep a job, regardless of their past. For more information, please visit Greyston's website at [greyston.org](http://greyston.org).

The Vice President of Development is responsible for planning, organizing, directing and leading Greyston's fundraising and marketing communications efforts and develop new relationships that builds Greyston's visibility, impact and financial resources. The VP of Development will work closely with the CEO, Vice President, Finance & Operations and the Board of Directors on all development and fundraising endeavors. This position will be responsible for providing strategic direction and delivery of fundraising activities for Greyston; expand and diversity Greyston's philanthropic relationships and resources; and lead efforts to build the financial foundation essential to actualize the organization's vision and annual strategic plan.

Core components of the Vice President of Development's role include:

**Provide overall leadership of the Greyston Development and Marketing Communications Department to ensure delivery of best-in-class fundraising and communications strategies.**

- Adept at managing existing and prospect donor relations (individuals, foundations and corporate) and will be able to identify and secure additional, diverse sources of funding.
- Bring a successful track record of making and closing significant funding deals, knowledge of development communications strategies, and a proactive, self-starter approach to fund development.
- Ensure that a sound long-term fundraising strategy is in place; anticipate changes in funding before the need becomes critical; develop capital and special campaigns when appropriate.
- Ensure that Greyston's infrastructure and systems can support the organization's fundraising goals and growth strategy.
- Inspire confidence of financiers, government leaders, foundations and work with the CEO to maintain relationships with the most important Greyston stakeholders to ensure continued support.
- Integrate the impact of Greyston employment and strategic programming into an effective narrative and compelling stories for grantors, donors and media outlets.

**Develop and execute an annual plan for Greyston's Development Department to maximize fundraising ability to cover operational and programming needs.**

- Prepare the annual Development Department organizational goals, budget and KPI's aligning funding, staff, and other resources necessary to implement strategies and achieve impact goals.
- Monitor and report regularly on the progress of the development program.
- Responsible for all aspects for fundraising for Greyston, including management of the year-end campaign, a major gifts program, special events, corporate and foundation relations, grant writing and donor cultivation.
- Manage a pipeline process for tracking, managing and reporting on development goals throughout the year, work with Vice President, Finance & Operations on quarterly reforecast of development targets.
- Close key partnerships in support of Greyston's overall development strategy.
- Collaborate with the CEO on Greyston's external communications plans and public relations activities to enhance Greyston's visibility and image across all of its key audiences and stakeholders with the primary goal of driving fundraising to all of Greyston.

**Build, develop and manage Development Department team capable of carrying out needed development and stakeholder support strategies.**

- Develop a cross-functional team capable of meeting the needs of all Greyston's non-profit strategic programming and operational needs.
- Lead and support the success of all direct reports in establishing, executing, and achieving annual goals that further Greyston's mission and vision.
- Coordinate and manage all aspects of Greyston's individual donor effort, including prospecting, acknowledgment, stewardship, database management, and donor events.
- Manage government grant fundraising and stewardship of government grants; develop an effective government affairs function for identifying government funding.

**Develop a productive relationship with the Board of Directors to maximize the contributions from each member and their networks towards Greyston's strategic and development goals.**

- Work closely with the CEO and Greyston Board Members on all development activities.
- Work collaboratively with the Development Committee Chair to Manage the Development Committee.
- Coordinate and manage all aspects of Greyston's Board of Director's giving program in conjunction with the Development Committee Chair.
- Provide regular monthly updates to the Board to foster a productive, open, and transparent partnership with the Board.
- Work closely with the CEO to recruit new highly engaged Board Members who meet diversity and experience targets and are willing to leverage and secure resources.

**Serve as one of the organization's spokespersons and storytellers in promoting the organization and its mission and impact.**

- Actively pursue speaking engagements to promote Greyston's mission and achieve Greyston's fundraising goals.
- Be an effective and visible spokesperson and advocate for Greyston, increasing public awareness and broadening the organization's visibility through participation at industry events and conferences.

**EXPERIENCE:**

- Ten plus years direct fundraising or similar development experience.
- Demonstrated experience and results managing grant writing and special events.
- Proven track record of growing annual donation base.
- Demonstrated experience with fundraising related to re-entering citizens and urban renewal programs a plus.

**SKILLS & KNOWLEDGE:**

- Commitment to Greyston's core values, mission and programs with an approach that is consistent with the foundation's guiding principles and holding self to the highest ethical standards.
- Entrepreneurial mindset with the ability to construct new and innovative solutions for complex and varying problems.
- Strong executional skills with the ability to meet deadlines and commitments.
- Ability to simplify complex problems, work succinctly with others, and be able to navigate political landscapes.
- Ability to lead while being part of an integrated team, including the ability to develop talent and build a high performing team.
- Ability to work under pressure, meet deadlines, and functions within a dynamic and challenging environment.
- Excellent organizational skills, demonstrated ability to lead teams through complex and ambiguous tasks.
- Ability to be independent and work effectively and with sensitivity across barriers, such as language and culture.
- Must be a motivated self-starter with an entrepreneurial attitude.
- Skilled in community leadership, both internally and externally to build partnerships, achieve strategic initiatives, and attain organizational goals.
- Strong influence skills and ability to work successfully with peers; a true team player.
- Experience creating program budgets and delivery on measurable outcomes.
- Exceptional problem solving and analytical skills.
- Proven verbal, written, public speaking and presentation skills, i.e., clear, succinct, and compelling writing style.
- Has proven and demonstrable success fundraising with nonprofit organizations.

- Is effective at working collaboratively with others to achieve common goals and objectives.
- Demonstrates an empathetic disposition and perseverance, and conveys sensitivity to the needs of donors and investors.
- Has proven unique network and networking skills, suited to fundraising.
- Takes independent actions and calculated risks, looks for and takes advantage of opportunities, solicits feedback to improve processes of actions.
- Demonstrates stability of performance under pressure and/or opposition and ability to cope with uncertainty, change and performance demands.
- Establishes and develops effective relationships. Exhibits utmost tact and consideration.
- Anticipates long-term opportunities defines a desired future state and communicates direction of vision and values.
- Incorporate long-term goals into tangible results and day-to-day activities; reinforces with the team.
- Facilitates the development of other knowledge and skills, providing timely feedback and guidance to help them reach goals.
- Nurtures and grows our values-driven culture.

Greyston is committed to creating equitable employment opportunities for all individuals. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

#### **BENEFITS:**

We offer a competitive salary and excellent benefits package including medical, vision, prescription, dental insurance, company paid life insurance, long-term disability, flex spending, generous paid time off, 401k, and employee assistance program.

#### **EEO STATEMENT:**

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#### **HOW TO APPLY:**

If your background and qualifications match the Vice President Development's role and you are passionate about Greyston's social justice mission, we would love to hear from you. Kindly, send your resume and cover letter, including salary requirements, to [jobs@greyston.org](mailto:jobs@greyston.org).