



Job Title: Development Officer

Qualifications: Bachelor's degree and previous professional fundraising experience

Location: White Plains, NY

Schedule: Part-time (15 - 20 hours/week)

Reports to: Executive Director

Organization Summary: For over 30 years, Family Ties of Westchester, Inc. has provided peer support, education and advocacy services to families experiencing social, emotional or behavioral challenges. Our community-based Family Resource Centers are the heart of our organization, and are located in Mount Vernon, Ossining, Peekskill and Yonkers. Our administrative office, where the Development Officer would work, is in White Plains. Our traditional funding structure is evolving, and we are looking for a development professional to assist us in identifying and establishing new funding opportunities.

We seek a creative and flexible development professional with a commitment to the mission of our organization. The successful candidate will have a solid track record in major gifts fundraising, as well as a comprehensive understanding of standard fundraising tools and techniques. We offer an exciting opportunity to help us establish new funding streams and expand our fundraising structure beyond our current government grants.

Job Summary: The Development Officer will work with FTW's leadership to 1) develop strategies for increased income excluding grants, 2) develop and execute communication strategies, and 3) support established and new relationships with current and potential funders. The ideal candidate is a team player with fundraising experience and flexibility.

Responsibilities

- Work closely with leadership to:
 - ✓ develop fundraising strategic plan, designed to meet the funding aspirations of FTW
 - ✓ build and maintain relationships with potential donors and funders
 - ✓ develop materials to be used as tools in the development process, including case statement; stories of FTW's work; donor letters; fundraising appeal letters; email solicitations, newsletter articles and more

- Manage donor database
- Research to identify prospective potential donors and funders
- Track cultivation and solicitation efforts
- Oversee donor recognition and stewardship
- Other duties as requested

Required Knowledge, Skills, and Abilities:

- Understanding and passion for Family Ties of Westchester’s mission
- A self-starter, with strong organizational skills
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Experience with a fundraising relational database a plus
- Excellent interpersonal communication skills, with the ability to communicate the unique history, values and goals of the organization to major donors and prospects

Compensation

\$30-\$40 per hour; commensurate with qualifications and experience.

To apply: send resume and cover letter to Kerry Whelan-Megley, Executive Director, at HR@famtieswest.org, using the subject line, “Development Officer.” Please do not telephone.