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housing

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## **Development and Communications Officer**

New Destiny's mission is to end the cycle of violence for low-income families and individuals experiencing homelessness and domestic violence by connecting them to safe, permanent housing and services. To achieve its mission, New Destiny builds and manages housing with on-site services; offers innovative programs that assist survivors in finding and retaining affordable housing and expands access to permanent housing resources for survivors.

The Development and Communications Officer will be a strong and convincing writer who can meaningfully lift up our mission to external audiences and funders and lead communications messaging for the organization. The Officer is responsible for communications strategy, creating content for external communications, including annual appeal letter, website, press releases, annual report, e-blasts, social media and other materials as needed; and writing and submitting grant proposals for foundations/corporations. The position reports to the Director of Development and Communications.

### **Responsibilities:**

#### *Communications*

- Develop overall communications strategy and annual plan for social media, print and eblasts.
- Write creative and compelling copy tailored to target audiences, including, but not limited to, annual report, newsletters, website, press releases, and other external communications.
- Create content for social media including Twitter, Facebook, and LinkedIn (current) and Instagram (new).
- Develop relationships with program staff facilitate the sharing of stories about our work.
- Manage relationships with vendors as needed including printers, designers, photographer.
- In conjunction with the Development & Marketing Associate, manage content for organization's website and conduct periodic website audits to ensure content is current, accurate, compelling and addresses the needs of internal and external users.
- Design and prepare materials for meetings with funders and elected officials and other events as needed including PowerPoint presentations, brochures and one-pagers
- Other communications materials as assigned.

#### *Development*

- Manage relationships with funders
- Write persuasive and effective proposals, reports, acknowledgements, and other donor-related communications
- Write annual appeal letter
- Create content for, and manage, online fundraising campaigns

- Create relevant materials for New Destiny’s annual benefit and other events including print and web-based documents
- Grow donor portfolio by researching potential foundation and corporate funding
- Collect programmatic and fiscal information for reporting purposes
- Track funding deadlines and reporting obligations
- Prepare monthly fundraising reports
- Record and manage grants in donor management database (eTapestry).
- Other development responsibilities as assigned

**Qualifications:**

- Bachelor’s degree and at least two years of institutional development or communications experience at a non-profit organization
- Outstanding writing and editing skills. Demonstrated ability to develop clear and engaging copy for a variety of audiences and platforms.
- Experience managing social media accounts in a professional capacity, including Twitter, Facebook, and LinkedIn.
- Proficiency with email marketing software, Microsoft Office products.
- Experience with Adobe Suite a plus.
- Ability to work both independently and as part of a small team.

New Destiny is committed to the safety of all employees and clients within our organization and programs. In accordance with New York City’s vaccine mandate for the City workforce and employees of organizations with human services contracts, this position requires candidates to provide proof of being fully vaccinated or evidence of starting the process of becoming fully vaccinated before beginning their employment. This organization will consider accommodations for bona fide medical or a sincerely held religious, moral, or ethical belief.

New Destiny is an equal opportunity employer. People of color, people who identify as lesbian, gay, bisexual, and/or transgender, and survivors or people with lived experience are encouraged to apply.

Excellent benefits. New Destiny also offers a hybrid schedule that requires at least three days in our midtown New York City office.

Email resume, cover letter and a writing sample to New Destiny at [resumes@newdestinyhousing.org](mailto:resumes@newdestinyhousing.org). Include “Development and Communications Officer” in the subject line. The writing sample should be a newsletter (print or eblast), social media post, annual report, press release or grant proposal. No phone calls.

**Compensation - \$60,000 - \$70,000 and excellent benefits.**