

We're Hiring: Development Manager

→ **Reports To:** Deputy Director
→ **Position Status:** Full-Time

→ **Location:** Ossining, New York
→ **Start:** ASAP

About Hudson Link

Hudson Link (hudsonlink.org) empowers incarcerated men and women to realize their academic and economic potential by managing degree-granting college programs and providing essential re-entry support. Established in 1998, Hudson Link has transformed over a thousand lives helping incarcerated men and women make a positive impact on their own lives, their families and communities, resulting in lower rates of recidivism, incarceration and poverty. Working with eight college partners, Hudson Link provides funding, management and organizational support for academic programs leading to a college degree at five correctional facilities including Greene, Shawangunk, Sing Sing, Taconic and Sullivan. Hudson Link seeks a full-time Development Manager, working from its offices in Ossining, New York, whose work will help secure funding which will enable the organization to maintain and increase college programs for individuals in New York State correctional facilities and provide transitional support for alumni who are released.

What You Will Do

Principal Responsibilities:

- Work closely with Hudson Link's staff and board to gain a comprehensive understanding of the mission, programs, operation, strategic initiatives and challenges facing the organization;
- Define and execute on a strategy and schedule for approaching individuals and foundations with fundraising asks;
- Research, write and submit a minimum of 5 grant proposals per month and prepare supporting grant reports as required;
- Provide support and follow-up for the Executive Director, Deputy Director, and Board members who are approaching potential donors;
- Maintain a Salesforce donor database of prospective individual and foundation donors, and identify relationships Board members may have with these individuals and foundations;
- Manage grant pipeline process to track all proposals and reports for all foundation and corporate fundraising in custom Salesforce database;
- Maintain and grow Hudson Link membership program, which provides a large sustained base of annual individual donors, with recognition for differing levels of contributions;
- Design annual year-end appeal and implement fundraising strategy for the annual Spring Benefit Dinner and other development events;
- Lead development team through coordination and management of the Spring Benefit Dinner and other fundraising events;
- Oversee the production of Hudson Link's annual report;
- Work with development team to coordinate development of other marketing materials and publications.

Who You Are

- ✓ Master's degree from an accredited institution of higher education preferred; Bachelor's minimum
- ✓ At least 3 years of non-profit development experience
- ✓ Experience effectively managing others to achieve ambitious goals
- ✓ Proficient in Salesforce or similar CRM, MS Office, and social media platforms
- ✓ Strong communicator and relationship-builder who can compellingly share the organization's mission and goals to various stakeholders and connect with diverse audiences
- ✓ Knowledge of the major current trends and debates in criminal justice reform
- ✓ Knowledge of city/state/national philanthropic landscape
- ✓ Highly organized with exceptional attention to detail
- ✓ Event planning experience a plus
- ✓ Experience working with the criminal justice system and institutions of higher learning a plus
- ✓ Beliefs regarding corrections and rehabilitation congruent with the mission of Hudson Link

What You Can Expect

- ✓ Competitive salary commensurate with experience (Range: \$50,000 - \$65,000)
- ✓ Medical, dental, and vision insurance
- ✓ 15 days/year paid time off & 9 paid holidays/office closures
- ✓ Retirement plan: Hudson Link matches contributions to simplified IRA accounts up to 3%

How to Apply

Please send a resume, writing sample, and cover letter indicating desired salary range and available start date, to Donna Jacob (djacob@hudsonlink.org) with the subject line, "Development Manager". All qualified applicants will be considered, but only those selected for an interview will be contacted.

Hudson Link provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetics, criminal justice history, or disability status. We seek to build a diverse staff representative of the communities we serve. All qualified applicants are strongly encouraged to apply.