



## Part Time Manager of Development and Fundraising

HOPE Community Services, Inc.  
50 Washington Avenue  
New Rochelle, NY 10801  
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To apply email: [sroth@hope-cs.org](mailto:sroth@hope-cs.org)

### Board of Directors

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**Executive Director**

[hopecommunityservices.org](http://hopecommunityservices.org)

**Mary Lou McNaney**

**Founder**

**Founder (1928-1998)**

HOPE Community Services is a non-profit organization in New Rochelle, NY that focuses on the betterment of our neighbors. HOPE is the largest provider of emergency food services in Westchester County. The organization also provides housing services for the homeless, child hunger initiatives, mobile shower units, community outreach, summer camp and more HOPE Community Services operates as a volunteer based nonprofit 501(c)(3) organization. With help of more than 300 volunteers and donations of cooked meals and nonperishable food we are able to provide services to those in need.

The Development Specialist will work together with the Executive Director to create a multi-tiered fundraising plan. This will include but is not limited to: new donor cultivation, identifying grant opportunities, establishing relationships with current donors, planning fundraising campaigns and events, educating the public about HOPE Community Services, developing corporate partnerships and interacting with former donors to encourage continued contributions.

#### Primary responsibilities:

- Create a multi-tiered fundraising plan in cooperation with the Executive Director that Includes: communication, outreach, events, social media, and website
- Develop and oversee corporate relationships, identifying, cultivating, and securing new corporate partners and sponsors
- Identify potential fundraising opportunities and develop strategies and approaches to implement these opportunities
- Identify and cultivate donors and prospects with capacity to give
- Manage relationships with existing donors
- Create a campaign to address previous donors who have not given donations to HOPE in the last 2 years
- Analyze donor records to determine donors with more giving potential and follow-up appropriately
- Develop relationships with local community organizations and present HOPE and its programs
- Support Executive Director, in planning, managing and overseeing all elements of annual Gala
- Create and execute strategic development plan to meet short and long term fundraising goals
- Research prospective corporate, foundation, and individual donors
- Generate new ways to increase revenue opportunities
- Set annual fundraising goals for and work to further diversify and increase funding from individuals, special events, foundations, and corporations
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals
- Other responsibilities as needed

#### Experiences and skills:

- Minimum 5 years of fundraising and development experience
- Demonstrated track record in strategic fundraising and donor cultivation
- Experience in developing and implementing strategic fundraising plans
- Excellent communication and presentation skills
- Ability to build strong relationships and leverage connections to help grow philanthropy
- Detail oriented
- Significant experience in identifying, cultivating, soliciting, and stewarding major donors, foundations, and corporate entity

Salary: \$40,000