



# Senior Director, Development

## Job Description

### Hybrid

#### **About Volunteer New York!**

Volunteer New York!'s mission is to mobilize our community to address its greatest challenges. We envision a community that is vibrant, resilient, and equitable and see volunteerism and civic engagement as important and powerful strategies to achieving this vision. Volunteer New York! is a one-stop resource devoted to increasing volunteerism in Westchester and our surrounding communities.

Our work at Volunteer New York! is firmly grounded in our values and our beliefs. We value community and we value volunteerism, and we believe: Everyone can serve, Volunteering is transformational and Relationships matter.

For over 70 years, Volunteer New York! has evolved to meet the changing needs in our community, creating initiatives in collaboration with the business community, expanding services to engage volunteers of all ages, and expanding its online presence to make it even easier for people to get connected. Volunteer New York! is creating the pathways that turn a person's good intentions into action.

During the past year alone, Volunteer New York! inspired over 37,000 volunteers in Westchester, Putnam and Rockland counties who contributed over 388,000 hours of service at 300+ local nonprofits valued in excess of \$13.7 million. Volunteer New York! prides itself on a culture of excellence and for the tenth year in a row, GreatNonprofits.org named us a "Top-Rated Nonprofit" based on online reviews from volunteers and nonprofit partners.

#### **POSITION SUMMARY**

As part of Volunteer New York!'s Senior Leadership Team, the Senior Director of Development will be responsible for planning and implementing the short and long-term development strategy with a goal toward increasing giving at all levels. In this role, the successful candidate will serve as a visible passionate spokesperson for Volunteer New York! and cultivates relationships in the community at large.

The Senior Director of Development leads the effort to ensure that Volunteer New York! maintains and grows diverse funding streams to accomplish its mission and is responsible for securing approximately 40% of the organization's \$1.7 million budget but oversees *all* of the organization's fundraising efforts.

The Senior Director of Development manages individual gifts, special events, government grants, planned giving, corporate giving, and foundation support in support of and alignment with Volunteer New York!'s new strategic plan. They oversee a small team, including a part-time Operations and Development Associate, a Director of Corporate Partnerships, a board-based Development Committee, and a Volunteer Spirit Awards Steering Committee. They must have strong organizational and interpersonal skills and experience coordinating large-scale events and raising major gifts.

#### **RESPONSIBILITIES**

- Create and implement a comprehensive multi-year development plan and budget.
- Manage all aspects of the Volunteer Spirit Awards, the region's largest annual volunteer recognition event (550+ guests), and Volunteer New York!'s largest event fundraiser, including overseeing the event's Steering and Benefit Committees and event journal.
- Lead the organization's nationally recognized Giving Tuesday #bridgetogive campaign.
- Grow the individual/major gifts program by cultivating existing donors and identifying prospective new donors.
- Create and implement new and innovative streams of revenue that grow and diversify support.
- Meet regularly with board members, including attending board meetings, and involve them in identifying, establishing, and advancing relationships with ongoing and prospective partners.
- Assist in the identification of prospective new board and committee members.
- Ensure timely processing and acknowledgment of all gifts and that donor/event attendee information is tracked in Salesforce for future outreach and performance analysis.



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- Partner with Communications Director to develop, plan and execute event communications/invitations and donor appeals, including the year-end annual appeal, and ensure accurate and timely public recognition of supporters on Volunteer New York!'s website and related materials.
- Monitor grant opportunities (foundations, corporations, and government entities) to recommend applications to contractual grant writer where appropriate and develop relationships with existing grant makers to increase current funding.
- Partner with the Senior Director of Programs to ensure timely reporting for all grants and identify new opportunities
- Establish processes and monitor metrics to effectively track fundraising goals and engagement efforts.
- Assist, as necessary, with organization-wide initiatives.

#### QUALIFICATIONS

- At least 3-5 years' experience in fundraising, partnership development and event planning/management with success in identifying and soliciting commitments from corporations, foundations, and high-net-worth individuals.
- A fundraising generalist with a track record of success growing and diversifying revenue streams at an organization of similar size.
- Ability to think strategically to create viable fundraising plans with ambitious, but achievable goals and carry out the tasks necessary to achieve those goals.
- Exceptional attention to detail, strong organizational skills
- Excellent communications skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Demonstrated leadership to inspire Board of Directors, colleagues, and volunteers in development activities.
- Comfortable working in a fast-paced, collaborative environment to prioritize and meet deadlines.
- Mastery of donor software and proficiency in Microsoft Office Suite: Word, Excel, Outlook. CRM experience required, Salesforce a plus.
- A collegial, collaborative, and communicative managerial style and sense of humor.

**Schedule:** Full-time; Hybrid; Availability to work occasional weekends and evenings, as needed.

**Salary and Benefits:** This is an outstanding opportunity for a highly motivated leader to join a highly respected organization. The salary range is \$90,000-\$95,000; along with a very competitive benefits package including a hybrid work schedule, a health insurance plan, generous paid time off, a retirement plan, and more.

**To Apply:** Send resume and cover letter to Jeanette Gisbert, Executive Director, at [jeanette@volunteernewyork.org](mailto:jeanette@volunteernewyork.org) with "Senior Development Director" in the subject line.

Volunteer New York! is an Equal Opportunity Employer. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.