



## **Job Posting - Director of Development**

### **Overview**

We are looking for a skilled development professional with at least five years of fundraising success with the Westchester and/or Greenwich CT area. We seek a collaborative partner who will develop and enhance relationships with donors, develop and execute an annual development plan, manage and operate the foundation while responsive to funding. You will generate income by enhancing relationships with new and existing donors. Your focus will be increased engagement and giving from individual, corporate, foundation, community, interfaith, and governmental donors, generating between \$400,000 and \$500,000 annually.

### **Oversee and manage all logistics and operations, including:**

- Recruit and manage volunteers and staff for events.
- Identify, cultivate, and secure sponsorships.
- Promote ticket sales.
- Oversee invitation design, program design, publicity, journal ads.
- Develop run-of-show and event timeline.
- Oversee CSR and Mailchimp to input, utilize, edit, and report information.
- Assure timely acknowledgements of in-kind and financial donations.
- Manage Online and social media presence (Website, Facebook, Instagram, Twitter, Linked-In, RCM...).
- Create, Post and Distribute Newsletters and Annual Report.
- Presentations to corporate, community, and interfaith groups.
- Print and broadcast media (press releases, press conferences, on-air work).

### **Qualifications:**

- At least 5 years of fundraising within Westchester or Greenwich, CT.
- Able to work respectfully and collaboratively.
- Compassionate, empathic, and expert communication skills - oral and written.
- Demonstrated success in securing commitments from diversified funding streams- individuals, corporations, foundations, community groups, interfaith organizations, major donors. Governmental grants expertise is a plus.
- Exceptional time management and organizational skills.
- Proficient in Microsoft Word, Excel, Outlook, Mailchimp, and RCM.
- A collegial, collaborative, and empathic managerial style.

### **Salary Range**

**\$ 70,000 to \$80,000**

Submit your resume and a cover letter detailing your fundraising success to:

Ilaria Damiano

Executive Director - The Nick Loeb Foundation

**[Ilaria@thenickloebfoundation.com](mailto:Ilaria@thenickloebfoundation.com)**