



# Westchester Residential Opportunities, Inc.

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**Development and Communications Manager**  
Full-Time, \$50,000 - \$60,000



Westchester Residential Opportunities (WRO) is a nonprofit organization located in White Plains, New York whose mission is to promote fair, affordable and accessible housing for all individuals in the lower Hudson Valley region.

The Development and Communications Manager is a new, full-time position for WRO, who will play an important role in helping the organization increase its funding from private sources and grow community engagement and awareness of all of WRO's programs and services. This position will provide operational and administrative support to the development and communications efforts of the organization, and is an ideal position for someone seeking to develop broad skills in nonprofit development and communications. Successful candidates will be personable and relationship-centered individuals with strong verbal and written communication skills.

## DUTIES AND RESPONSIBILITIES

Reporting to the Deputy Director and working closely with the Executive Director, Board of Directors and its Development Committee, the Development and Communications Manager will be responsible for the following:

### Fund Development:

- Work in partnership with the Executive Director, Deputy Director and Board to develop and execute WRO's annual fundraising plan;
- Support the identification of new mid-level and major gift donors (individual, corporate and foundation) with the goal of bringing them on board as recurring, new funders to WRO;
- Organize virtual, on-site, and off-site events and campaigns, including annual fundraiser, designed to solicit, steward, and expand WRO's pool of supporters;
- Manage the donor record keeping, gift processing, donor acknowledgments and list management to leverage opportunity to align constituent interest with program and development priorities;
- Communicate the mission, vision, and work of WRO through representation of the organization at various internal and community-driven events;
- Support the grant-writing and management efforts, as needed;
- Support the implementation of and management of WRO's donor database (Bloomerang); and
- Support the organization of certain board activities, including but not limited to planning and scheduling meetings and following up with committee and board members.

- Fair Housing
- Homebuying
- Homeless Prevention
- Independent Living
- Mortgage Default
- Rental Opportunities
- Senior Housing

**Communications:**

- Develop and execute a communications plan to include regular email updates to WRO donors and other key constituencies, and develop other donor communiques and reports as needed;
- Work with staff across the organization to integrate communications, branding and programs into fundraising strategies and activities, as appropriate;
- Develop WRO's annual report;
- Manage the strategy for WRO's social media and email communications and printed material development; and
- Manage response to media requests and create press releases, when needed.

**Qualifications:**

- At least 4 years of professional experience related to nonprofit fundraising, development, and/or communications;
- Collegial, team oriented working style with a willingness to share in both strategic thinking and administrative tasks;
- Excellent organizational and interpersonal skills; ability to work with people of diverse social and cultural backgrounds, including colleagues within the organization and the population of people served;
- Consistent application of confidentiality, discretion, diplomacy and tact;
- Ability to meet deadlines and see projects through to completion;
- Highly organized, detail-oriented, accurate, and precise;
- Positive attitude and a sense of humor;
- Self-starter who can work independently in a deadline-driven environment to see projects through to completion;
- Ability to successfully manage multi-functional projects, priorities and timelines;
- Strong writer with demonstrated excellence in verbal and written communications;
- Experience using social media for promotional purposes;
- Intermediate to advanced skills in Microsoft Word, Excel, and PowerPoint; experience with Canva, ConstantContact, InDesign, Illustrator, and Photoshop a plus;
- Experience with donor database management (preferred, but not required);
- Commitment to and passion for WRO's mission; and
- Flexibility with work schedule. This position does require occasional evening and weekend work.

**How to Apply:** Please email a resume, cover letter, and salary expectations, referencing **Development and Communications Manager** in the subject line to:

Nneka Reed  
Human Resources Director  
Westchester Residential Opportunities  
470 Mamaroneck Avenue, Suite 410  
White Plains, NY 10605  
Email: payroll@wroinc.org

**WRO is an Equal Opportunity Employer**