



JOB DESCRIPTION

Position: Director of Development

Reports to: Chief Executive Officer

FLSA: Exempt

Location: 58-12 Queens Blvd., Suite 1

ABOUT US:

Sports & Arts in Schools Foundation (SASF) is New York’s leading provider of after-school programs. Our mission is to bridge the opportunity gap among students in high-need communities by extending the school day and year with wholesome, skill-building activities designed to improve New York City children’s academic performance, health and wellness, attitude towards school, self-confidence, character and values, and opportunity for lifelong employment.

Summary:

Reporting to and working in close collaboration with the CEO, the Director of Development will be responsible for designing and executing a comprehensive fund development strategy for SASF. This will include annual and capital campaigns and special events geared towards soliciting contributions and grants from individuals, corporations, and private foundations. The Director of Development will build and manage the SASF development team.

Essential Job Functions:

- Design, implement and monitor SASF’s comprehensive strategy for raising funds from individuals, corporations, and private foundations
- Support and partner with the CEO and board members on all major non-governmental fundraising initiatives
- Manage annual and capital campaigns and special events
- Oversee Speakers Bureau and Volunteer/Corporate Partnership programs
- Provide staff support to Board committees for Development and Director Affairs
- Develop and implement a stewardship program to cultivate deeper ties with donors
- Manage donor research, record keeping and data analysis
- Monitor and report regularly on the progress of the development program
- Hire, manage and mentor development team
- Develop short term and long term goals around strategic plan and vision for institution
- Manage budget and demonstrate high accountability in stewarding restricted and unrestricted grants and donations
- Maintain awareness of trends and innovations in fundraising especially those associated with not for profits

Interacts With:

- CEO, Cabinet, Board of Directors, Prospective and Current Donors

Required skills:

- Demonstrated success in development for a large, complex non-profit organization, including annual and capital campaigns
- Experience in planning, leading, and managing development projects, including coordinating with peers, working with volunteers, and partnering with trustees
- Effective written and verbal communication skills, including the ability to enthusiastically convey complex ideas through brief, simple materials
- Flexible and adaptable style; a leader who can positively impact strategic and tactical fundraising initiatives
- Ability to establish and cultivate strong internal and external relationships
- Professional and resourceful style; the ability to work independently and as a team, to take initiative and to manage multiple projects at one time
- Strong organizational and time management skills with exceptional attention to detail
- Computer proficiency
- High energy and passion for SASF's mission

Qualifications:

- Bachelor's Degree
- Five or more years of development experience with a proven record of success
- Experience with education, the non-profit world and New York City funding sources desirable
- Willingness to travel, particularly within 5 boroughs but also where program sites or donor events require participation. (We have 5 sites in Mt Vernon and Yonkers, and also sometimes may need to travel further if a donor is out of state)
- Availability for working some evenings and weekends is required

Cover letter required.

To apply, please visit our website at sasfny.org/careers

***Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*