



## New York City

### **Rebuilding Together NYC**

#### **Position Title: Director of Development**

#### **About Rebuilding Together NYC**

Rebuilding Together NYC (RTNYC) is a nonprofit organization that transforms the lives of New Yorkers by preparing under-employed individuals for careers in construction and preserving homes in under-resourced NYC communities. Through our critical home repair and accessibility modifications program, we improve the safety, health of homes, and through our Careers in Construction program, we re-skill individuals for union apprenticeships. Lastly, through our community revitalization program we provide opportunities for volunteers to renovate and update non-profit and community centers.

Revenue: \$3.2 million

For more information, please visit [www.rebuildnyc.org](http://www.rebuildnyc.org).

#### **Overview of Position:**

The Director of Development is responsible for conceiving and implementing a comprehensive development strategy to achieve organizational fundraising goals. A significant proportion of the Director of Development's efforts focus on expanding RTNYC's foundation and corporation portfolio. Additional responsibilities include stewarding existing partnerships and forging new relationships in order to more fully develop a robust network of donors; creating a schedule of fundraising activities; and orchestrating special events. The Director of Development reports to the Executive Director, supervises the Development Manager, and works closely with members of the Board of Directors and Director of Finance and Operations.

#### **Specific Responsibilities:**

- ❖ In partnership with the Executive Director, develop and execute Rebuilding Together NYC's annual fundraising plan.
- ❖ Develop and execute a comprehensive plan to expand RTNYC's foundation and corporation portfolio.
- ❖ Partner with Executive Director to lead development strategy, adoption and monitoring of annual fundraising plans, prioritizing foundation and corporation cultivation within the broader constellation of fundraising efforts.
- ❖ Work with Executive Director, Board Development Committee, Executive Leadership Team, event committees, and fundraising staff to secure annual and multi-year revenue targets.
- ❖ Oversee fundraising campaigns and events, volunteer events, and initiatives.
- ❖ Track revenue targets by type, and monitor results to drive performance, and identify, explain, and correct variances as appropriate.
- ❖ Develop, monitor, analyze, systems for individual and institutional funding sources.
- ❖ Collaborate with program, finance, and operations staff to align on grant proposal outcomes and reporting.
- ❖ Supervise development and external communications staff.

- ❖ Manage the organization's website and social media platforms.
- ❖ Spearhead the operation, maintenance, and continued improvement of Salesforce and other fund development platforms to support fundraising activities.
- ❖ Provide leadership in strengthening internal communication regarding fundraising with staff across the organization and promote a positive and supportive work environment.
- ❖ Engage stakeholders from across the organization in fundraising efforts focused on asset-based perspective lifting voices of homeowners, graduates, and RTNYC stakeholders to message the mission, vision, and values of RTNYC.
- ❖ Oversee the writing of funding proposals, newsletters, social media posts, and annual report.

**Qualifications:**

- ❖ Passion for Rebuilding Together NYC's mission and commitment to racial, economic, environmental health, and social justice
- ❖ Must be mission-driven with a strong interest in improving social good.
- ❖ Extensive experience in foundation and corporation fundraising.
- ❖ Bachelor's Degree required, MA a plus.
- ❖ Minimum 5 years of experience in grant writing, individual donor development, and fund development.
- ❖ Demonstrated success in securing major support from private and/or public sources.
- ❖ Demonstrated success in meeting annual fund development goals.
- ❖ Strong writing skills.
- ❖ Demonstrated excellence in organizational, managerial, and communication skills.
- ❖ Detail oriented and organized, with the strong ability to successfully multi-task.
- ❖ Experience with Salesforce and using social media for marketing or fundraising campaigns.
- ❖ Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with the ability to plan, prioritize, coordinate, and manage own work.
- ❖ Commitment to professional ethics in working with confidential, sensitive information.
- ❖ Extensive computer skills, including intermediate or higher-level proficiency with Microsoft Office and experience working with electronic donor tracking systems/databases.

Rebuilding Together NYC is an equal opportunity employer. All employment decisions are made without regard to actual or perceived age, race, sex, religion, creed, color, citizenship, sexual orientation, ethnicity, familial status, liability for military service, genetic pre-disposition or carrier status, national origin or ancestry, disability, veteran status, marital status, gender identity or expression, status as a victim of domestic violence, or any other bases protected under federal, state and local laws, regulations or ordinance.

To apply, please submit a resume and cover letter with salary requirement to [jobs@rebuildnyc.org](mailto:jobs@rebuildnyc.org).