



New York City

Rebuilding Together NYC

Position Title: Development Manager

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 and health of homes, and through our workforce development 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.

Overview of Position:

Reports to the Director of Development, the Development Manager will support development, event planning, and communications efforts at Rebuilding Together NYC. They will have fundraising goals with grants, corporate volunteer/giving, and events as well as lead communications and social media efforts.

Specific Responsibilities:

- Support the execution of Rebuilding Together NYC's annual fundraising plan.
- Provide support securing financial support from individuals, foundations, and corporations.
- Track donor information and relationships into Salesforce database and process donations.
- Coordinate special events.
- Develop and track proposals and reports for foundation and corporate fundraising.
- Write newsletters, social media posts, and annual report.

Anticipated position responsibilities include, but are not limited to:

Corporate and Foundation Relations (25%)

Under the direction of the Development Director, implement a strategic fundraising strategy to secure corporate and foundation contributions.

- Generate \$100,000+ of corporate/foundation grants annually
- Research and facilitate the development of relationships with funders through regular communications and arranging and prepping for meetings and presentations.
- Track and meet grant submission and reporting deadlines.
- Draft funding proposals and ensure proper submission.
- Collect the budgets, materials, evaluation reports, etc. to support grant requests and reporting.
- Track the fulfillment of grants with program staff and serve as ongoing liaison to donors.

Fundraising Events (30%)

Coordinate 3-4 annual fundraising events to support the development function.

- Organize events including the annual gala, golf outing, She Builds, and Comedy Night.
- Lead and execute the Associate Board's Fundraising with a revenue goal of \$20,000.
- Draft sponsorship packages and solicit sponsors.

- Organize silent auctions, raffles, and other components of events.
- Manage registration process and post-event follow-up.
- Manage vendors and volunteers.

Corporate Volunteer Events (15%)

Under the direction of the Development Director, manage corporate sponsored volunteer events.

- Secure and coordinate 7-10 corporate volunteer groups that collectively generate \$50,000.
- Research potential new funders.
- Act as the point of contact with corporate volunteers.
- Coordinate volunteer sites with Construction team.
- Create volunteer event materials including project description one-pagers, registration pages, gear up emails, and impact reports.
- Coordinate volunteer event days components.

Communications and Marketing (15%)

Lead communications and marketing efforts.

- Develop and write compelling stories about our services.
- Coordinate and publish quarterly newsletter.
- Source and post social media posts from each program.
- Lead the creation of event marketing collateral designed by outside designers.
- Act as point of contact for public relations and press.
- Oversee website, including communication with website developer.

Systems and Infrastructure (15%)

Maintain and enhance fundamental systems required to run an efficient fundraising program.

- Develop annual fundraising calendar of activities.
- Maintain donor records and ensure accuracy and efficacy of donor database, includes coordination with Finance team.
- Create reports for the board of directors and fundraising committees (Gala, Golf, She Builds).
- Manage donor acknowledgement, communications, and invoicing/receipts.

Qualifications:

- Must be mission-driven with a strong interest in improving social good.
- Bachelor's Degree required.
- 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 the use of social media.
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with the ability to plan, prioritize, and coordinate.
- 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 databases, preferably Salesforce.

To apply, please submit a resume or CV and cover letter with salary requirement and a writing sample to jobs@rebuildnyc.org. For more information, please visit www.rebuildnyc.org.