

Title:	Director of Development	Full-Time/ Part-Time:	Full-Time
Department	Development/Fundraising	Hourly/ Salary:	Salary
Work Schedule:	35 hours per week	Regular/Seasonal/Temporary:	Regular
Exemption:	Administrative	FLSA Classification:	Exempt

Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary:

The Isaacs Center, with a budget of 10 million seeks a strategic and entrepreneurial Development Director (Director) to grow and oversee all fundraising efforts. Working closely with and reporting to the President and Executive Director, the Director will be a proactive fundraiser, capable of cultivating new relationships in long term investment partnerships to ensure philanthropic success and sustainability.

The Director will be responsible for managing all daily operations in what is akin to a start-up development department including overseeing and coaching a staff of one visual and communications specialist and a temporary database manager, driving the selection of a permanent database manager, grant writer, and a development associate while serving as a frontline fundraiser to identify, cultivate, and close gifts of five and six figures.

Current initiatives within the department that the Director would oversee include a direct mail campaign (restricted), a nascent annual fund program (unrestricted), corporate and foundation relations including grant submissions, organizing and implementing a volunteer program, as well as managing and enhancing special fundraising and cultivation events.

The successful candidate will be a proactive professional eager to build the foundation and develop a robust fundraising program for the Isaacs Center. The Director will be comfortable in a fast-paced environment, will have minimum seven years of increasing fundraising success, strong management and mentoring experience, a demonstrated ability to solicit major gifts, and foster a team environment. The Director must be able to create and identify opportunities, and understand, believe in, and embody the Isaacs Center's mission.

Essential Duties:

- Provides direct daily management of all development department functions.
- Develops strategies for existing donors and volunteers to effectively move them through a meaningful cycle of giving.
- Collaborates with Isaacs Center leadership to grow individual giving by expanding the major donor prospect pool and implementing an unrestricted annual fund program for non-major donors.
- Works creatively with the visual and communications specialist to appropriately position development opportunities and integrate messages into publications and collateral materials to raise the profile of the Isaacs Center and cultivate and steward donors.
- Articulates and promotes a strong case of support for investment in the Isaacs Center and promotes a culture of philanthropy throughout all levels of the organization.

- Supervises all special and cultivation events.
- Attends Isaacs Center events and activities serving as an ambassador for the organization.

Qualifications:

- Commitment to the Isaacs Center's mission, exemplifying a customer service orientation and motivating and engaging communication style.
- Minimum of seven years of increasing responsibility in non-profit fundraising and direct supervisory experience.
- Minimum of three years managing individuals and teams with a collaborative style.
- Success partnering with volunteer and staff leadership.
- Ability to balance multiple priorities in a complex environment.
- Working knowledge of development best practices, trends in (social service organizations) development, fundraising tools and technology (including Raiser's Edge), online and social media campaigns, and donor research.
- Tact and discretion, attention to detail, and a commitment to excellence.
- Excellent presentation, interpersonal, and communication skills (both written and verbal).

How to apply:

Please submit a resume and cover letter including salary requirements to hr2@isaacscenter.org. Only candidates with the above credentials will be considered. Online submission in PDF format is preferred.

However, if necessary, materials may be mailed with the heading Director of Development to:

Isaacs Center
415 E. 93rd Street
New York, NY 10128

Please use only one method (online or mail) of submission.

No phone calls, please. Only applicants selected for interviews will be contacted.

The Isaacs Center is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, gender, age, disability, marital status, political or sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.