



of Long Island

**Position Title:** Director of Development

**Category/FLSA Status:** Full-time, Exempt

**Supervisor:** Executive Director

**Position Summary:** The Director of Development leads and manages the strategic direction of the development team, and fundraising strategies to advance the agency's mission. Working closely with the Executive Director and the Board of Directors, the Director of Development will grow revenue by cultivating key donor relationships and designing fundraising events that successfully generate funding and increase engagement between donors and the organization.

The successful candidate will have a personal commitment to our mission and will be an experienced fundraiser, team leader and supportive team player. S/he will provide executive-level leadership and seamlessly transition between leading innovative efforts and tasks; collaborating on initiatives with the Executive Director, colleagues and board members; and coaching team members. She/he will possess an entrepreneurial spirit and competencies in effectively cultivating long-lasting relationships, developing and executing fundraising strategies, and seamlessly moving donors through the gifting process. Additionally, s/he will build upon the momentum generated in the last few years through Girls Inc of Long Island's strategic plan, and be energized by playing a collaborative role in establishing and implementing the direction for the next few years.

**Responsibilities:**

- Serve as the development lead, working closely with the Executive Director and Board of Directors to develop strategy and to create and successfully execute the fund development plan.
- Lead staff in all aspects of the fundraising cycle, including corporate engagement, major gifts, grants administration, individual giving, events, annual appeals, and external communications.
- Manage portfolio of major donors and leverage external stakeholders to secure resources to advance the mission of the organization.
- Provide general oversight of the organization's contributed revenue activities and operations, and plan, monitor and review the success of activities through coordination with staff.

- Oversee the production of communications materials for brand awareness and engagement to strengthen visibility amongst the funding partners and the community, and create a pipeline of potential donors.

### **Essential Knowledge, Competencies, and Skill Requirements**

- Entrepreneurial spirit with a successful track record of seven to ten years of experience in non profit fundraising - including with six figure gifts and large-scale events.
- Excellent team leadership skills, including hiring, coaching, developing staff and fostering a positive, collaborative environment.
- Skillful at building strong new and lasting relationships, networking, and stewarding a portfolio of contacts.
- Connected to a strong network of nonprofit professionals, corporate contacts and vendors.
- Adept at leading communications and marketing across a broad array of channels, and the ability to serve as an ambassador for Girls Inc of Long Island.
- Successful track record reporting to C-level and working with nonprofit boards of directors.
- Excellent project planning, project management, and budgeting skills.
- High level of professionalism, integrity, diplomacy, and accountability.
- Knowledge of and commitment to girl-centered programs, equity & Inclusion, and trauma informed programming.
- Ability to work well independently and collaboratively as a team player.
- Lifelong learner.
- Experience with Network for Good, LGL or other donor and CRM databases.
- CFRE certification is a plus.

**Salary:** \$80,000 to \$85,000

### **Benefits:**

- Medical benefits (Employer contributes to plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefits 401K, after one year of employment
- Voluntary Flex spending accounts
- Long term disability benefits
- 12 Paid Holidays including the week between Christmas and New Year's Day.
- Sick time off
- 20 PTO days
- Professional Development/Training

### **Physical Requirements and Work Environment:**

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to

travel to various locations throughout Long Island. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

**Equal Employment Opportunity:**

Girls Inc. of Long Island provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The organization complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**To Apply:**

Please send a cover letter and resume to [mkim@girlsinlongisland.org](mailto:mkim@girlsinlongisland.org). Please, NO Phone Calls.