

## **Mayor's Fund to Advance New York City Director of Development**

### **Background**

The Mayor's Fund to Advance New York City is a 501(c)(3) nonprofit organization designed to facilitate innovative public-private partnerships between the City and the private sector to support NYC's emerging needs. Established in 1994 (formerly Public-Private Initiatives), the organization has grown to become an important vehicle for foundations, corporations and individuals to contribute to City programs that enhance the lives of New Yorkers. The Fund's work supports more than 100 different programs in areas including mental health, youth workforce development, domestic violence, immigration and citizenship, financial empowerment, and support for young men and women of color. Several of these collaborations are informing the efforts of cities across the country and are helping to shape national policy.

### **Position**

The Director of Development (DoD) facilitates relationships between philanthropic partners and city agencies seeking private funds to support programmatic work across all 5 boroughs. The DoD works directly with the Executive Director, Board leadership, members of the Board of Advisors, and other key city partners to forge relationships with some of the nation's most active charitable individuals, corporations and foundations in order to build collaborative partnerships to support programs and projects aligned with some of the New York City's most challenging issues.

The Mayor's Fund is seeking an individual with excellent leadership skills to expand and strengthen the Fund's visibility, impact, and financial resources. The successful candidate is highly motivated, creative, and an accomplished development professional who possesses the ability to work collaboratively across the entire organization. He or she must demonstrate maturity and discretion when interacting with high profile supporters and others for whom the diverse initiatives may resonate. The DoD must possess strong financial, communication (both written and oral), and managerial skills, as well as a proven ability to manage a portfolio of donors and solicit and secure gifts.

The right candidate will be an intelligent, hands-on manager who is comfortable "wearing many hats" and overseeing a small staff. He or she is entrepreneurial, smart, strategic, socially and politically savvy, and has a compelling background that includes conceiving and securing high level funding partnerships. In particular, this creative self-starter can pitch current and prospective donors, secure sponsorships, and execute thoughtful brand-building events. He or she is comfortable interacting with a diverse network of supporters, and must be able to work closely with the CEO and related team members in a supportive and direct manner with a minimum of ego. In addition, he or she has high professional metabolism, is diplomatic and of the highest integrity, and possesses sound judgment as well as a sense of humor.

### *Specific Responsibilities:*

- Create a comprehensive annual fundraising plan that ensures The Mayor's Fund has an effective framework for creating and maintaining its funding relationships and that diversifies and grows the base of donors

- Professionally execute techniques that identify opportunities for new alliances, and that expand cultivation of foundations, philanthropic and corporate relationships
- Identify, cultivate and solicit funders through personal networking, private and public grant proposal writing, corporate sponsorship pitches, special events and other strategies
- Collaborate with the Board of Advisors and in particular, its Chair to customize cultivation, solicitation, and stewardship strategies leading to renewed and new partnerships. Manage and inform the Board of Directors of fundraising strategy, activities, achievements, and challenges
- Supervise and direct a small staff on the production and logistic support for annual and new fundraising and cultivation events, as well as a calendar of individual, foundation and corporate grant requests and reports
- Enhance and implement a tailored donor marketing strategy that strengthens existing collaborations and engages prospective donors
- Conceptualize and generate content for collateral, and coordinate a distribution schedule for donor communications including solicitation pitches, acknowledgement letters, invitations, annual reports, etc.
- Represent The Mayor's Fund to donors, prospects, city volunteers, and other key constituents

*Qualifications:*

- Commitment to the advancement of New York City
- Bachelor's degree preferred; advanced degree and/or CFRE accreditation valued
- Minimum 8 years' experience in donor cultivation with a demonstrated capacity to manage high-level relationships
- Minimum 3 years' experience with budget management and supervision of staff
- Understanding of donor marketing campaigns and brand building using online and social media
- Proven, measurable success in planning for and securing major gifts from individuals, corporations and foundations, and conducting special events
- Ability to problem-solve and make decisions independently and in collaboration with volunteers and colleagues
- Ability to work evenings and weekends as required by events and regional travel

**How to Apply:**

Please send a cover letter and resume to [fund@cityhall.nyc.gov](mailto:fund@cityhall.nyc.gov) with the subject heading "Communications Manager". No phone calls please. Salary is commensurate with background and experience. The Mayor's Fund to Advance New York City is an Equal Opportunity Employer. Compensation commensurate with experience; benefits are competitive. For more information about The Mayor's Fund to Advance New York City please visit <http://www.nyc.gov/fund>