



Development Director Job Description Full-Time

About Volunteer New York!

Volunteer New York! is a one-stop resource devoted to increasing volunteerism to expand the capacity of nonprofits in Westchester and our surrounding communities. Our core mission is to inspire, mobilize, and equip individuals and groups to take positive action to address pressing challenges, support nonprofits and strengthen the quality of life in our community.

For over 67 years, the Volunteer Service Bureau of Westchester, d/b/a Volunteer New York!, has evolved to meet changing needs, creating initiatives in collaboration with the business community, expanding services to engage volunteers of all ages, and reforming our online outreach to make it even easier for people to get connected. Through organized volunteer projects, as well as by connecting individuals to nonprofit organizations, Volunteer New York! helps people take action to strengthen the quality of life and achieve goals of human potential.

During the past year alone, Volunteer New York! inspired over 19,000 volunteers in Westchester, Putnam and Rockland counties who contributed more than 299,000 hours of service valued in excess of \$8.1 million. There is more to be done.

Volunteer New York! prides itself on a culture of excellence and was recently recognized, for a fifth year in a row, as [Top Rated Nonprofit](#).

Position Description

Reporting to the Executive Director who understands and participates in fundraising, the Development Director plays a key role internally and externally in ensuring that Volunteer New York! maintains and grows diverse funding streams so that we can continue to build strong, resilient, and welcoming communities through volunteer action and impact. She/he will work closely with Volunteer New York! senior leadership to create strategies, realize new philanthropic and business relationships, and be an engaging steward.

Responsibilities include, but are not limited to:

- Complete management of Volunteer Spirit Awards, the region's largest volunteer recognition event and major fundraiser and cultivation event.
- Devise revenue generation strategies and outreach plans with particular focus to ensure goals are met for fundraising components of Volunteer Spirit Awards, Giving Tuesday campaign, and Annual Fund.
- Explore new sources of revenue, including community action day sponsorships, programmatic sponsorship and development of special campaigns that can engage both new and existing external partners.
- Develop and implement an annual work plan in partnership with senior leadership to deepen relationships and expand the donor base.
- Establish and monitor metrics to track the effectiveness of Volunteer New York!'s fundraising goals and engagement efforts.
- Maintain strong relationships with board members and continue to involve them in identifying, establishing, and advancing relationships with ongoing and prospective partners.
- Solicit contributions from individuals and seek opportunities for major gifts.
- Acknowledge all gifts and ensure donor and event attendee information is captured in Salesforce database for future outreach and performance analysis.
- Partner with Communications Director to create the content and manage the publication of an Annual Community Report to donors and supporters.
- Partner with Communications Director to develop, plan and execute mail and online appeals.
- Monitor opportunities at grant-making foundations, corporations and federal and state grants and recommend applications to contractual grant writer where appropriate, while developing relationships to increase the percentage of grants awarded.
- Develop a mechanism to ensure the timely reporting for all grants received by Volunteer New York!.

- Assist in the identification of prospective new board members and attend occasional board meetings.
- Collaborate with Executive Director and the Leadership Westchester Alumni Association to cultivate ongoing engagement with program graduates.
- Manage interns, volunteer committees, as needed.
- Assist, as necessary, with organization-wide initiatives such as community wide days of service (MLK and 9/11).

Qualifications

- Authentic interest in the mission of Volunteer New York! and a genuine passion for philanthropy.
- At least 3-5 years' experience in fundraising, partnership development and event management with success in identifying and soliciting 5- and 6- figure commitments from corporations, foundations, and high net worth individuals.
- Ability to think strategically to create viable fundraising plans with ambitious but achievable goals and carry out the tasks necessary to achieve those goals.
- Outstanding oral and written communication skills including the demonstrated ability to articulate compelling cases for support.
- Mastery of donor software and proficiency in Microsoft Office Suite: Word, Excel, Outlook. Experience in Salesforce and Pardot a bonus.
- Experience with digital philanthropy and social media engagement.
- Strong leadership skills with the ability to motivate board and staff to produce and succeed.
- A commitment to teamwork and the ability to engender team spirit in staff.
- Ability to work independently as well as part of a team.
- A collegial, collaborative and communicative managerial style and sense of humor.
- Demonstrated success in establishing strong working relations with top executives and board members.
- Bachelor's Degree required, relevant advanced degree work preferred.

Schedule: Full-time; Volunteer New York! office hours are Monday – Friday 8:30 am-4:30 pm with availability for extended hours during Volunteer Spirit Awards, community action days, and corporate days of service as needed.

Compensation: Depending on experience – please state salary requirements in cover letter
We offer a very competitive benefits package.

To Apply: Send resume, cover letter and salary requirements to linda@volunteernewyork.org
or fax to (914) 948-3032.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Volunteer New York! is an Equal Opportunity Employer.