



Groundwork Hudson Valley, Inc. is a locally-based 501(c) 3 non-profit organization working to create sustainable environmental change through community-based partnerships. Groundwork's mission and operations are premised on the understanding that environmental conditions are inextricably linked to the economic and social health of a neighborhood. As a consequence, Groundwork is committed to "changing places and changing lives" through on-the-ground projects that help to transform local communities. To accomplish this, Groundwork leads and supports a variety of partnership-driven efforts that bring together the public, private and non-profit sectors to solve complex environmental problems and sustain a long-term vision for neighborhood change and renewal.

Director of Development

The Director of Development will collaborate with the Executive Director and the Board of Directors to secure a diverse revenue stream for a growing non-profit, providing innovative and strategic leadership in the planning, implementation, and management of Groundwork Hudson Valley's annual fundraising plan and development strategies. A successful Director of Development will have the skills and vision to garner support, create new opportunities to financially grow the organization, and oversee an integrated strategic communications plan to support fundraising efforts.

Responsibilities

- Work with Executive Director and the Board's Development Committee to create annual strategic fundraising plan including target dollars by source, plan for donor cultivation, and plan for donor recognition.
- Manage strategic fundraising plan, including oversight of writing and submitting proposals, reports, acknowledgments, and budgets for foundations, corporations, individuals and government agencies.
- Achieve annual benchmarks with planned and actualized increased performance thereafter.
- Foster an understanding of philanthropy within the organization.
- Create a working annual calendar to meet all deadlines.
- Supervise full time development and communications assistant and part-time grant writer.

Research and Outreach

- Conduct research on prospective corporate, foundation, government, and individual donors.
- Cultivate corporate, foundation, and individual funders and evaluate prospects for appropriate ask amounts.
- Help to identify and solicit (in writing, by phone, and in-person) new donors who can provide dollars and in-kind items needed to bolster fundraising events and programs.
- Create a robust corporate sponsorship plan.

Donor Stewardship

- Collaborate with Executive Director and other staff/development consultants to optimize donor relationships.
- Provide guidance and written support for donor recognition, write copy for and oversee production of solicitation materials, and implement and administer a donor mailing list and fundraising database and tracking systems.
- Ensure donation processing and record keeping, donor acknowledgments, pledge and payment reminders, and funding requests to donors and corporations are on schedule.
- Brief Executive Director for donor meetings.

Grant Writing

- Manage the full range of activities required to write, prepare, submit, and manage grant proposals to foundations, corporations, individuals, and government agencies.
- Set priorities for funding, work in partnership with Director of Programs and Operations to develop budgets and budget narratives for grants, and oversee grant submissions to ensure deadlines are met.
- Oversee the writing of grant reports, including developing internal reporting systems, obtaining and interpreting program information and data, maintaining excellent historical records, working with staff to ensure each project or program is meeting proposal conditions and expectations, and ensuring that reporting deadlines are met.

Fundraising Events

- Oversee execution of fundraising and donor cultivation events, including annual gala, end of year appeal, and 2-3 other sponsorship events throughout the year.

Communications

- Support all fundraising initiatives through media outreach and public relations
- Produce mailings, emails, newsletters, and social media to support annual fundraising efforts and Groundwork Hudson Valley programs.
- Coordinate production of Annual Report

Experience

- At least five years of experience in raising major gift funds from foundation, corporate and/or government sources.
- Experience with budget development and monitoring.
- Excellent verbal and written communication skills, with the ability to articulate clear, persuasive, and concise thoughts.
- Willingness to cold call potential donors and actively participate in solicitation meetings.
- Knowledge of the philanthropic environment in Westchester and the NY metro area, and general understanding of best practices in fundraising.
- Proficiency in Microsoft Word, Excel and PowerPoint. Experience with fundraising software preferred.

Compensation

The salary range for this position is \$70,000 to \$80,000. We offer a generous benefits package for employees, including participation in our health insurance plan, 11 paid holidays per year, 15 paid vacation days per year, 7 paid sick days per year, and additional paid comp-time at the discretion of the Executive Director. We also offer a Simple IRA and access to TransitChek pretax transportation benefits.

How to Apply

Send a thoughtful cover letter and writing sample that speaks to how your experience and skill-set meet the qualifications for this position to info@groundworkhv.org. Include your salary requirements and your résumé.