



JOB TITLE: Senior Director of Development

PROGRAM: Development

FLSA STATUS: Exempt

HOURS PER WEEK: 35

LOCATION: Tarrytown, White Plains, or Valley Cottage, with potential for hybrid schedule

SUMMARY of DUTIES:

The Senior Director of Development oversees all aspects of fundraising to support the agency's mission of promoting mental health through advocacy, community education and direct services. The Senior Director of Development will be responsible for identifying, cultivating and stewarding a portfolio of prospects and donors and expanding the development program of MHA throughout Westchester and Rockland counties, with an emphasis on major gifts, planned giving and foundations. The Senior Director will also oversee the day-to-day tasks related to the lifecycle of a donation, including entry, timely acknowledgement, and fiscal reconciliation. In recognition of the upcoming merger between MHA Westchester and MHA Rockland in 2024, the Senior Director will build a development program that reflects the fundraising cultures of both agencies.

SPECIFIC DUTIES and RESPONSIBILITIES:

1. Working with the Development department, the Senior Director will develop an enhanced development program with key performance indicators, monitor progress throughout the year and prepare reports as requested
2. Build and implement an enhanced development program with expanded funding streams, including an emphasis on major gifts, planned giving, and foundations
3. Represent the agency with passion and knowledge of programs and services, current funding streams and identified needs
4. Act as ambassador of the agency at external/community events
5. Collaborate with and support executive staff, Board Members and program leadership for donor and prospect engagement
6. Manage day-to-day development operations, including:
 - a. Oversee all donor data in DonorPerfect and develop analytics to track efforts, build on success, and identify areas for improvement
 - b. Financial reconciliation
 - c. Oversee both personal and formal acknowledgement process in a timely manner
7. Collaborate with Senior Director of Communications on donor communications and fundraising/marketing campaigns executed via direct mail, email marketing, social media and more
8. Oversight of special events:
 - a. In collaboration with Senior Director of Communications, create and implement engaging special events strategies
 - b. Manage creation and oversight of Gala Committee
 - c. Research event attendees and support strategies for Board and staff engagement leading up to, during, and following special events

9. As needed, work with and supervise volunteers, with a potential to supervise Development department staff in the future
10. Ensure organizational adherence to fundraising regulations and best practices

Qualifications

1. A passion for creating greater access to affordable mental health and substance use treatment and recovery services
2. Strong interpersonal skills to work with staff, Board, and external partners, as well as portfolio of prospects and donors
3. A minimum of 5 years related experience with a proven track record of a successful development program, including demonstrable success in major gifts, planned giving and special events
4. Knowledge of donor management software, preferably DonorPerfect
5. Excellent organizational and planning skills; must be detail-oriented and discreet
6. Self-motivated with a positive and collaborative approach to work
7. Strong ability to manage multiple tasks with flexibility when needed for specific deadlines
8. Advanced skills in Microsoft Office preferred
9. Knowledge of Westchester and Rockland counties
10. Legally eligible to work in the United States

SALARY RANGE: \$90,000 - \$100,000

To apply, please visit mhawestchester.org and click “Careers” to submit an application through our Career Center.

MHA of Westchester is an equal opportunity employer that is committed to cultural competency, diversity, and inclusion and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristics protected by the applicable law.