



Title: Director of Development
Reports to: President & Founder
Department: Development & Communications
Location: Brooklyn, NY / Hybrid
Classification: Full-Time / 10AM – 6PM

About the Organization:

Children of Promise, NYC's (CPNYC) reimagines a just society that values the purpose of every child impacted by mass incarceration and removes barriers to create opportunities for children to thrive and achieve their full potential. CPNYC's mission is to support and advocate for the children of incarcerated parents while speaking out against root causes that affect the communities we serve, including systemic racism, poverty, and bias in our nation's criminal justice system. CPNYC has successfully developed an innovative model, the only one of its kind in New York City, which co-locates a licensed mental health clinic and children's centers in Bedford Stuyvesant, Brooklyn, and the South Bronx. CPNYC provides an array of youth development programming and services tailored to each child's individual strengths and challenges and fosters a unique uplifting environment to foster hope and resilience.

Position Overview: The primary function of this leadership role within this growing organization is the ability to elevate CPNYC's vision and mission to diverse audiences and inspire engagement in becoming donors, sponsors, funders, volunteers, and community partners. The Director of Development is a hands-on senior leader who will develop, implement, and oversee strategic fundraising and communication campaigns, community engagement and special events to reach revenue goals. In this role, the Director of Development will help shape the communication strategy and work in collaboration with the organization's PR Firm. The ideal candidate will network and build relationships with people in the criminal justice reform movement and will seek opportunities for community partnership. He or she will create opportunities to host community events such as panel events, speaking engagements for the CEO and other key staff, and will work with staff to increase visibility of CPNYC's program model to recruit more participants into the Brooklyn and Bronx locations.

The Director of Development has a demonstrated track record of managing development operations and has solid communications and digital marketing experience. This highly energized leader will help raise \$3 million towards the organization's \$5.6 million budget; and will supervise the Grants Manager, Volunteer Program Manager, Development and Communications Associate and Development and Data Coordinator.

Essential Job Functions:

Nonprofit Development Management

The Director of Development will have experience in management and developing teams, and can work effectively with program, finance, and operation. The Director of Development is an exceptional communicator and project manager and will report regularly to the SVP of Organizational Development and Initiatives, the CEO and Board on the progress of the development program. They will work directly with senior leadership and the Executive Board to support their fundraising outreach and will oversee stewardship of two committees: Women's Philanthropy Group & Young Professionals Council.

Corporate Partnership

CPNYC has experienced exciting corporate engagement through volunteer engagements, sponsorships, and in-kind support. We want to leverage and expand corporate engagement and build a pipeline of partners to support the children, youth, and families in our program. The candidate will conduct research, cultivate relationships, and develop decks, proposals, and letters to conduct outreach to potential corporate partners. The Director of Development will manage corporate relations, work with the Volunteer Program Manager to create volunteer engagements and solicit sponsorship in support of special events and community activities.

Individual Giving

The Director of Development will oversee the individual giving program. Working closely with senior leadership, the Board, and stakeholders to build the donor base at all giving levels through major gifts, special appeals, monthly giving, and cultivation and special events. Partner with the SVP and CEO to build a major donor prospect pipeline and giving program, including stewardship plan, and touch point events. Work with the team to conduct research, set-up meetings with prospects and donors to talk with the CEO and learn more about CPNYC and create fundraising and public education materials.

Special Events

Conceptualize and lead the production and execution of the annual spring event e.g., creating program content and special guests, recruiting potential corporate sponsors, engaging the Host Committee and other stakeholders around fundraising, etc.) Oversee the peer-to-peer fundraising initiatives and work with the team to build an audience through all social media platforms.

Foundation Grants

Work with Grants Manager and senior leadership to build a pipeline of private and family foundations and corporate foundations through research and cultivation strategies. Establish meetings with foundation leads, engage foundation in program thought leadership activities, and write LOI's. Ensure the development of prospects, and consistent and timely submissions of grant proposals and reports. Work with the finance and program teams to provide budgets, data reports, and supporting documents for submission and reporting.

Required Knowledge, Skill and Experience

- 7+ years of development, fundraising, communications, and nonprofit management experience is preferred
- Bachelor's or advanced degree.
- A deep appreciation for CPNYC work, mission, and population
- Experience in Board, committee, and volunteer management
- Highly skilled visionary leadership and project management and collaboration with development and communication practices
- Entrepreneurial nonprofit mindset and ability to conceptualize, strategize and implement fundraising and communications campaigns to raise visibility and engagement
- Solid experience as a fundraiser and soliciting and closing major gifts
- Excellent project management, writing and researching skills; great attention to detail
- Experience producing and managing special events
- Expertise in engaging the media and public speaking
- Expertise in engaging donors through digital platforms
- Ability to manage multiple projects and simultaneous deadlines
- Relevant experience working with confidential information; extremely high reliability and integrity
- Experience in overseeing databases and software to run development and communication operations

COMPENSATION:

Commensurate with the experience and qualifications of the selected candidate. This position range is \$100,000 - \$110,000 per annum. CPNYC provides an excellent benefits package including health, dental, vision, life insurance, 403B Plan, and the opportunity to make an impact in the lives of marginalized Black and Brown children and youth in New York City. We are committed to a diverse, socially just, and welcoming work environment and people of color, people with varying abilities, and people of all sexual orientations and gender identities are especially encouraged to apply.

Disclaimer: The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Children of Promise, NYC is an Equal Opportunity/Affirmative Action Employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law. EOE, M/F/D/V

Please send resume to hr@cpnyc.org