

Director of Institutional Development

Reports To: Executive Director

Position Summary

The Director of Institutional Development is responsible for St. Nicks Alliance's institutional fundraising strategy. S/he will have a primary focus on foundations, soliciting major gifts and corporate donations. The Director of Development will have understanding of community development and settlement house movements and knowledge of foundations which supports this work. Successful candidate should have demonstrated ability in youth and workforce sectors and will work collaboratively with St. Nicks Alliance organizational leaders in those fields. DOD should also possess entrepreneurial energy, and capable of articulating organizational mission, vision and innovative approaches. S/he will bring to our development office a hands-on approach combined with ability to lead and be part of a team.

As a senior member of St. Nicks Alliance's staff, s/he will engage in and foster continuous learning and collaboration among colleagues and support St. Nicks Alliance Transformational approach.

Primary Responsibilities

Plans & Executes Development Strategies

- Collaborates with the Executive Director to develop an annual foundation and corporate development plan budget and calendar to ensure strategic plans and critical fundraising processes are executed timely
- Prepares competitive grant applications
- Implements development plans in accordance with ethical fundraising principles
- Works with senior management team to ensure successful fundraising plan to grow Workforce to achieve sustainability
- Assist in advancing Transformational initiatives to achieve scale in education, elder care, workforce and housing

Organizes Development Activities

- Builds foundation relationships and prepares grant applications
- Facilitates ongoing fundraising efforts within the organization particularly amongst four operating directors
- Works closely with program and fiscal staff to prepare and submit grant applications

Promotes the Organization

- Supports a comprehensive communication plan with ED and DED to promote the organization to its donors and maximizes public awareness of the organization's fundraising activities

- Coordinates writing design, printing and distribution of marketing and communication materials for development efforts including Annual Report
- Collaborates with colleagues to connect St. Nicks Alliance's intellectual capital with marketing efforts
- Works to ensure St. Nicks Alliance's presence among New York City decision makers

Core Competencies

The Director of Development should demonstrate competence in a majority of the following:

- Possess knowledge and experience with NYC and national foundations.
- Relationship Building: Promote and build external relationships
- Creative / Innovative: Develops new, innovative fundraising strategies
- Outstanding Written and Oral Communication
- Problem Solving and Teamwork: Works cooperatively and effectively with others to set goals, resolve problems, and makes decisions that enhance organizational effectiveness
- Understands and can articulate St. Nicks Alliance mission and new concepts
- Serves as Thought Leader
- Decision Manager: Assesses situations to determine the importance, urgency and risks
- Planning and Organizing: Sets priorities, develops a work schedule and monitors progress towards goals

Qualifications, Education and Experience

- Bachelor's degree required (Master's degree preferred)
- Minimum of five years of development experience in a medium sized nonprofit organization
- Proven fundraising track record with foundations, corporations, government, individual donors, elected officials and major donors
- Demonstrated success in shaping, implementing and leading programs that have increased support from major donors, corporations and foundations.
- Demonstrated ability to work effectively with varied constituencies, including Board members, staff, prospective donors and institutional funders
- **Working knowledge of New York City's philanthropic, social and government organizational leadership**
- Excellent oral and written communication skills; persuasive communicator with a keen eye for detail

Salary Range: \$100K-\$125K

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