

## Development Manager

### **MAYOR'S FUND TO ADVANCE NEW YORK CITY**

The Mayor's Fund to Advance New York City is a 501(c)(3) nonprofit organization working with more than 50 City agencies and offices, 300 institutional funders, and 100 community-based partners. The Mayor's Fund and its partners advance initiatives that improve the lives of New Yorkers from all walks of life and across all five boroughs.

Established in 1994 (formerly Public-Private Initiatives), the organization has grown to become an important vehicle for foundations, corporations and individuals to contribute to programs that enhance the lives of New Yorkers. In particular, the Mayor's Fund has made strategic investments to promote mental health services for all New Yorkers, increase workforce development opportunities for young New Yorkers, and meet the needs of New York City's diverse immigrant community.

### **THE POSITION**

The Development Manager plays an integral role on the Strategic Partnerships and Fundraising team to engage New York City's corporate, foundation and philanthropic community to bring significant resources to the programmatic work of the Mayor's Fund. This position reports to the Senior Manager of Development and works closely with the Executive Director and Programs team of the Mayor's Fund.

### **In this capacity, the Development Manager shall:**

- Manage all aspects of relationship stewardship and delivery of contractual obligations /tailored benefits to fulfill agreements, including day-to-day communications with key sponsors.
- Develop and maintain a robust pipeline for fundraising initiatives, leveraging Raiser's Edge to monitor progress and identify multi-year opportunities.
- Manage all in-kind donation coordination and acknowledgement.
- Work with the Senior Manager of Development and Executive Director to develop a plan to expand and further engage the Board of Advisors on Fund programming.
- Prepare briefing materials for donor meetings and events to optimize fundraising.
- Manage the vetting process for all incoming donations (in-kind, cash, etc.).
- Support the execution of the annual fundraising plan by proactively identifying prospective new supporters for the Fund.
- Partner with Programs Director to ensure successful corporate program execution, including tracking, planning, implementation, and continuous performance feedback.

## THE QUALIFICATIONS

The successful candidate is a highly motivated, creative development professional who possesses the ability to work collaboratively across the entire organization. They must demonstrate discretion when interacting with high profile supporters and others for whom the diverse initiatives may resonate.

The candidate should have the following:

- Commitment to the advancement of New York City.
- Bachelor's degree required; advanced degree and/or CFRE accreditation valued.
- Minimum 4 years' experience in donor cultivation and development.
- Understanding of nonprofit organizations, philanthropic institutions, and/or public interest.
- Excellent organizational, interpersonal and communication skills.
- Superior writing skills and attention to detail.
- Service orientation and a high-level of emotional intelligence. Ability to perform with poise under pressure. Ability to adapt quickly to changing needs and priorities.
- Strong computer skills including Office 365 (particularly Word, Excel, PowerPoint, Outlook, and SharePoint), project management platforms and donor databases (Blackbaud's Raiser's Edge)
- Understanding of donor marketing campaigns and brand building online and in social media.

## COMPENSATION AND BENEFITS

The salary for this position is \$80,000 annually. The Mayor's Fund also provides its employees with a robust benefits package that includes employer-paid health, vision, and dental insurance, employer-funded Health Savings Account, retirement plan with matching employer contributions, and generous paid time off, including wellness days.

## WORK SCHEDULE

The position offers a hybrid work schedule with an expectation to be in the office 3 days a week, (located at 253 Broadway, New York, NY 10007) or in the field for meetings and events as required. Ability to work evenings and weekends as required by events.

## HOW TO APPLY

Attach a resume and cover letter in an email to [MFOperations@mayorsfund.nyc.gov](mailto:MFOperations@mayorsfund.nyc.gov) with "Manager of Development" in the subject line.

*The Mayor's Fund to Advance New York City is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.*