



JOB DESCRIPTION

Senior Director of Development and Communications

The New York Common Pantry seeks an experienced and passionate **Senior Director of Development and Communications** “Senior Director” who brings energy and best practices to fundraising and is ready to be a part of the leadership team and help drive the next stage of growth.

Reporting to and working closely with the Executive Director, the Senior Director is charged with both increasing and diversifying revenue. The successful candidate will define and execute an overall annual fundraising strategy for the organization, including individual giving, grant making, events, and development of a communications platform that includes the agency’s website and social media, as well as traditional press, promotional and marketing materials.

Who We Are:

New York Common Pantry (NYCP) is a poverty fighting organization that uses a holistic approach to reach over 60,000 distinct people--close to 500,000 guests-- each year. NYCP addresses food insecurity, a lack of resources and poor nutrition through service provision, resource access, education and training while providing hope and motivation to make positive change and increase health.

Mission Statement: New York Common Pantry reduces hunger while promoting dignity, health and self-sufficiency.

Programs:

New York Common Pantry’s budget is currently \$13,500,000. We are looking to be able to serve more people and expect to continue to grow to \$17,000,000 over the next 5 years.

Responsibilities:

Fundraising & Strategy

- Develop and implement an annual strategic fundraising plan with goals and metrics to ensure future growth in support of the organizations budget.
- Create strategies to diversify funding and achieve goals in the areas of individual giving, foundations/ corporations, sponsoring organizations and special events
- Be the lead frontline fundraiser, through building relationships and soliciting donors including High-Net Worth individuals and Foundations.
- Create a “Donor-Centric” culture of fundraising with an emphasis on cultivation, stewardship and solicitation. Develop new, and improve existing, systems and processes that cultivate, prioritize, convert and retain donors.
- Work with the development committee and members of the Board to help them identify, cultivate and solicit donors and provide them with any special materials they require.

- Research, plan and execute outreach to individual donors including major donor targets, through membership in Bread and Butter or other avenues. Support Executive Director and Board members to plan and schedule donor outreach.
- Responsible for overseeing shift to new Fundraising Database to ensure the integrity of the agency's donor database.
- Coordinate with Finance Department and attend review meetings to finalize monthly financial statements; project end of the year revenue and expenses.
- Use existing financial statements and donor/funding dashboard(s), produced monthly, to track actual funds as raised against established budget goals.
- Create and lead all NYCP special events in conjunction with the Development Associate for Events and Communications. Help in identifying potential honorees and sponsors and in the formation of the event committee. Create the strategy and the budget for all events as well as the follow up activities.
- Coordinate with the Senior Director of Programs and Operations to pursue government grants as indicated. Coordinate the writing and assembly of the grants by working with appropriate program, finance and development teams.
- Responsible for coordination of all foundation and corporate proposals and report requests to government agencies and schools and sponsoring organizations assigned to Senior Grants Writer or Volunteer Manager and Associate. Maintain proposal calendar and funding directory.
- Oversee recruitment and engagement of Junior Board members and their involvement in fundraising and planning of events and projects.

Communications:

- In consultation with the Executive Director, coordinate creation and production of agency marketing materials including brochures, newsletters, annual report, website, and social media.
- Oversee Development Manager to write and issue press releases and coordinate media events.
- Responsible for the coordination and execution of direct mail, email, social media, and other donation appeals.

Management:

- Hire, lead and manage a development team which currently consists of a Development Manager for Events and Communications; Individual Giving Associate; Senior Grant Writer; Development Associate; Volunteer Manager; Part-Time and per diem staff.
- Oversee the Volunteer Manager in coordinating the recruitment, engagement, and recognition of volunteers, maintain the volunteer database, carry out drives and campaigns to collect food, toys and other in-kind items; and support other fundraising efforts involving NYCP volunteers.
- Supervise all related development and communications interns, part-time and per diem workers and consultants as assigned.

Qualifications:

- Bachelor's degree required.
- At least seven years progressive experience in the field of Development and or communications, including supervisory experience.
- Passion for NYCP mission.
- Energetic and enthusiastic attitude.
- Ability to roll up your sleeves and pitch in when needed.
- Proven track record of fundraising success with institutional funders, events and individual donors.
- Track record of individual solicitation and closing 5 and 6 figure gifts.
- Excellent writing, organizational and interpersonal skills required.
- Good computer skills and prior experience with fund raising software required.

What We Offer:

- Medical, Dental, and Vision benefits.

- 403 B Retirement benefit.
- Paid Holidays, Sick Days, and Vacation.
- 10 Week Paid Parental Leave.
- Pre-tax Transit benefits.
- No-cost Life Insurance benefits.

NY Common Pantry is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, or any other status protected by law.