

## Lifting Up Westchester Job Posting

**Position:** Chief Development Officer

**Location:** White Plains, NY

**Reports to:** CEO

Lifting Up Westchester is a nonprofit agency that serves homeless and other extremely low income residents of Westchester County NY with a focus on helping individuals achieve greater self-sufficiency with dignity and respect. We operate a soup kitchen, shelters, and supportive housing along with a summer camp and educational programs for homeless youth.

We are seeking a Chief Development Officer who will be responsible for our fundraising, marketing and communications, and volunteer outreach functions. This is an exciting opportunity for a dynamic, entrepreneurial, solutions oriented and hands on professional to shape the organization's fundraising and communications strategy and to grow its \$1.4 million fundraising budget. The Chief Development Officer works closely with the CEO and supervises a team of 2 full time employees and a part-time grant writer.

If you have a strong background in non-profit development functions and a commitment to excellence with a proven record of fundraising success we encourage you to apply.

### KEY RESPONSIBILITIES

- Planning, organizing, and directing all fundraising activities including donor relationship management, new donor cultivation, grant applications, the annual fund, direct mail campaigns and special events
- Supervising the activities of the Social Media & Events Manager and Volunteer & Community Outreach Manager
- Working with outside grant writer to create grant applications that stand out from the crowd (we submit over 30 grant applications each year)
- Creating and implementing the annual communications strategy
- Identifying and securing sponsorships for new and ongoing programs, events and capital projects.
- Stewardship of existing and potential new donors
- Growing the major donor program including qualifying, cultivating, soliciting and closing gifts.
- Developing and implementing a planned giving program
- Working with the Board Development Committee to promote a cohesive team based approach to fundraising.
- Prepare and manage a budget and meet targeted fundraising goals.
- Write, review and edit written materials for online and print publications and events including the annual report, brochures, fact sheets and presentations.
- Provides vital input in strategic and operational planning within the organization.

## QUALIFICATIONS, SKILLS AND EXPERIENCE

- 5-7 years of progressive, professional donor development and fundraising experience.
- Preferred experience in multiple fundraising areas such as annual fund, major gifts, planned giving, events, and identifying and obtaining grants.
- Outstanding verbal, written and presentation skills and the ability to effectively articulate the mission with poise, tact and composure to a variety of audiences.
- Self-motivated with highly developed administrative skills, the ability to multi task and perform at a high level without regular supervision.
- Excellent organizational and time management skills with a proven track record of delivering superior results while managing multiple and time sensitive priorities simultaneously.
- Demonstrated experience in securing major gifts.
- Passionate about stewardship with a demonstrated ability to build and maintain relationships with a wide array of individuals, corporations and foundations
- Creative with a keen graphic sense and comfortable with social media.
- Bachelor's degree required. Education in Nonprofit Management or Communications preferred. CFRE designation is a plus.
- Proficient in Microsoft Office and Database software with particular emphasis on maintaining meticulous donor and prospect records.

Please email your cover letter and resume to: [HRcareers@liftingupwestchester.org](mailto:HRcareers@liftingupwestchester.org).  
Attention Carolyn Kihm, Human Resources Director. We offer a competitive benefits package along with generous paid time off. Salary \$100+ based upon experience.

*Lifting Up Westchester is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, ethnic background, religion, gender, sexual orientation, national origin or disability.*