



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: Development Director

Salary: \$54,000 Annually

Civil Service Title: Assistant to the President

Title Code: 09959

Under the direction of the Executive Director of Strategic Alliances and Marketing, the Development Director is responsible for the execution and implementation of the Brooklyn Borough President's non-profit, One Brooklyn Fund, Inc. (OBFI). This position will research, solicit and manage fundraising streams including grant applications. The Development Director will also ensure the processes, programs, documentation and overall workings of the organization are maintained accurately and in compliance with legal, financial and government regulations.

Essential Duties:

- Document all processes and develop new processes in line with fundraising, correspondence and programs.
 - Understands and maintains all funding streams, including research for new sponsors and donors, grant applications and benefactor correspondence.
 - Assists with development of all Borough Hall marketing materials to ensure sponsor recognition.
 - Assist with website review and maintenance.
 - Maintains all data and statistics for programs and initiatives, used for the timely and accurate completion of grant applications and potential sponsor presentations to track progress, evaluate program components and measure success.
 - Actively involved in execution of all initiatives and events.
 - Ensure compliance with all regulatory, legal and program requirements including security of protected sponsor and donor information and compliance with the privacy policy for contact information.
 - Works closely with the Executive Director to develop Board agendas, meeting materials and topics for strategic discussion. Participant in all board meetings.
 - Assists with the development of the annual budget and control of operating expenses.
-

Experience:

The successful Development Director will have:

- Past success in fundraising for nonprofit operations and governance.
- Experience with grant making organizations and similar experience with nonprofit development.
- Past success in building productive relationships with donors, funders, partners and community members.

Skills and Job Requirements

- Strong written and verbal communication skills; a persuasive and passionate communicator. Excellent active listening skills and ability to engage participants in meaningful conversation.
- Excellent interpersonal and multidisciplinary project skills, action-oriented, entrepreneurial, adaptable and innovative.
- Marketing, public relations and fund raising experience with the ability to engage a wide range of stakeholders.
- Experience in an organization similar in size and function to One Brooklyn Fund, Inc.
- Maintain confidentiality of clients' information, as well as the ability to treat clients (sponsors, donors and program recipients) with dignity and respect while supporting their needs and wishes.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed.
- BA or BS in business, public administration or non-profit management.
- Advanced expertise with MS Office Suite, especially Excel and PowerPoint. Familiarity with fundraising software.

To apply, please submit your resume to: Office of the Brooklyn Borough President
Human Resources Division
209 Joralemon Street – Room G-20
Brooklyn, New York 11201
Or Email: nycpoliticaljob@gmail.com

Post Date: January 17, 2017

Post Until: Until Filled

JVN #: 012-17-004

The Office of the Brooklyn Borough President is an Equal Opportunity Employer