Senior Director of Development and Engagement

Position Description

July 2021

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lgbtbrooklyn.org
Summary:

Brooklyn Community Pride Center is the borough’s only LGBTQ+ community center and fast becoming Brooklyn’s premier network of programs and services for the LGBTQ+ community and our allies. Across the spectrum from young people to elders, the Pride Center enables our community to actively participate in positive, life-affirming activities. We offer a distinctive choice for residents of New York City’s largest borough to celebrate, heal, learn, create, organize, relax, socialize, and play.

The organization is rapidly growing and in the process of expanding from 3,100 square feet of space at Restoration Plaza (Bedford-Stuyvesant) to an additional 4,232 square feet at the Major Owens Health and Wellness Community Center (formerly Bedford-Union Armory) in Crown Heights with continued expansion that aligns with our 2025 Strategic Vision Framework. In support of this vision, the Brooklyn Community Pride Center aims to increase its annual fundraising revenue up from approximately $950,000 to $3 million by 2025. After concluding a recent engagement with CCS Fundraising, we have mapped out a strategy to work towards this goal.

Brooklyn Community Pride Center is seeking its first full-time Senior Director of Development and Engagement to join our energetic team and lead fundraising and communication activities. The Senior Director of Development and Engagement reports to the Chief Executive Officer; collaborates with board members, staff, and community stakeholders as appropriate; and is supported by one full-time Development and Engagement Manager and one part-time Development Associate. Grant writing, government contracts, and communications are currently delegated to the Development and Engagement Manager.

The ideal candidate will thrive in a fast-paced, entrepreneurial environment. This is an exciting opportunity to join the team of one of New York City’s fastest growing LGBTQ+ organizations!

Applications will be reviewed on a rolling basis until position is filled.
*See detailed application instructions below*

Scope of Duties:

Development and fundraising:

- Sets comprehensive fundraising goals and strategies for all fundraising revenue streams.
- Supports the CEO and board leadership in board development activities.
- Supervises and manages professional development of one full-time manager and one part-time associate.
- Manages donor portfolios totaling 150-200 prospects.
• Oversees grant proposals, application processes, and reports and manages fundraising budget and calendar.
• Leads events logistics, including no-ask cultivation events and the annual Community Leadership Awards.
• Manages donor database (Donor Tools) and oversees its eventual migration to Salesforce.
• Manages reconciliation of development records and reporting with finance team.

Communications:
• Oversees e-mail marketing campaigns and oversees social media activity and website changes relevant to development and engagement as needed.
• Oversees annual report, e-blast newsletters, and other publications as needed.
• Works with media to coordinate press conferences and share media advisories.
• Supports the PR/marketing committee of the board.

Community Engagement:
• Collaborates with staff and others on public-facing activities such as Pride season events.
• Facilitates and manages revenue-generating and donor engagement events and activities.

Stretch Opportunities and Other Activities:
• Highly collaborative environment and opportunities to engage in new challenges and opportunities that stretch skills and capacities and arise from time to time.

Primary Qualifications:
• Minimum of 5 years nonprofit development experience in a leadership role, including knowledge of individual donor cultivation strategies, grant proposal writing, constituent relationship management systems, revenue budgeting and tracking, and/or donor stewardship; or
• The leadership and management capacities to succeed in such a role in the absence of direct experience.

Additional Qualifications & Characteristics:
• A proven track record of institutional, corporate, and individual fundraising in a nonprofit.
• Knowledge of and commitment to LGBTQ+ issues, racial justice, and intersectionality a must; Commitment to diversity, equity, inclusion, and antiracism.
• Connection to or familiarity with Brooklyn community and/or Brooklyn LGBTQ+ community.
Self-motivated and detail oriented.
“People person” with exceptional emotional intelligence.
Excellent interpersonal skills, presentation skills, and communication skills: the ability to communicate effectively and diplomatically with grantors, major donors, community leaders, partner organizations, government officials, diverse clients, and colleagues.
Experience managing in-person and virtual events and fundraising campaigns.
Experience managing staff and/or consultants, as well as collaborating across departments.
Exceptional time management and ability to manage multiple tasks and meet deadlines.
Nimble, flexible, collaborative, and adaptive: able to work in a mobile office environment and from two sites: Crown Heights HQ and Bed-Stuy satellite.
Proficiency in MS Office, Google Workplace, email management program (such as Mail Chimp), and donor-databases (such as Donor Tools); Familiarity with systems migration to Salesforce, a plus.
Familiarity with special interest and/or charitable endowments a plus.

Compensation: This is a full-time, exempt position. Salary starting at $130,000, negotiable based on candidate experience. Benefits including 100% sponsored employer health insurance and Simple IRA when eligible.

Applications:
- Please e-mail your 1) cover letter, 2) résumé/CV, and 3) writing sample to Alex Sheldon, Acting CEO, at asheldon@lgbtbrooklyn.org.
  **Please send as one single document (PDF preferred)**
- Please use subject line: [Your name]: BCPC – Senior Director of Development and Engagement.
- Please specify your salary requirements in your cover letter.
- Writing sample should be a grant proposal or report in which you were the lead or contributing author (limit to 3 pages).
- Applications will be reviewed on a rolling basis until position is filled.

Location: Brooklyn, NY.

Women, feminine / identifying, BIPOC, transgender people, people with disabilities, and other underserved communities are strongly encouraged to apply. Brooklyn Community Pride Center is an affirmative action employer.