

## **DEVELOPMENT MANAGER OF INDIVIDUAL GIVING**

**Industry:** Not-for-Profit – Environmental  
**Department:** Development  
**Reports to:** Chief Development Officer  
**Date posted:** February 8, 2010  
**Salary:** \$50,000-55,000, commensurate with experience



### **Summary of Position**

This is a fantastic opportunity for a passionate, articulate fundraising professional to join a growing fast-paced organization that is impacting NYC. Incumbent will secure 2 million annually in funding from individuals through direct mail, direct marketing, email solicitations, events, proposal writing and/or presentations and donor cultivation. You will also research funding sources and build donor and staff relationships. Work with the Chief Development Officer and the development team to identify prospects and create an ongoing plan for our membership, patrons program and major gift program.

### **Principal Duties and Responsibilities**

- Raiser's Edge management; including but not limited to ensuring data is accurate and up-to-date, performing queries and implementing best practices for the development staff
- Act as primary liaison between NYRP and our direct marketing consultants.
- Develop, write, and implement letters, proposals, acknowledgements, reports, and other key solicitation documents.
- Maintain an in-depth individual database and track correspondence.
- Research existing donors; identify new donors and their giving capability, learn more about the interest of existing donors and match donor interests with program priorities.
- Management of NYRP's Junior Committee, The Buds.
- Ensure the immediate acknowledgement of contributions and sustained stewardship for all donor relationships.
- Ensure regular communication with prospects and existing donors.
- Coordinate site visits and face-to-face presentations with current and prospective funders.
- Assist in the planning of special events designed for donors; including but not limited to two celebrity gala events (Hulaween and Spring Picnic)
- Represent the organization at public functions
- Perform all other duties as required.

### **Qualifications**

- Strong Raiser's Edge experience a MUST
- Nonprofit development experience is a MUST
- Track record of growing donors using moves management.
- Proven record of success in achieving funding goals.
- Self-starting, entrepreneurial, independent sensibility required, but able to work in a team-oriented setting. Must be well-organized and able to handle multiple projects simultaneously, often under time constraints.
- Excellent writing, speaking, and interpersonal skills and demonstrated working relationships with individual donors
- B.A. or B.S. required; Masters Degree is a plus

### **Application**

Interested individuals are encouraged to submit a compelling cover letter and resume by email to [hr@nyrp.org](mailto:hr@nyrp.org).