

Director of Development

Communities Resist Inc., a project of Southside United HDFC (CoRe), seeks an experienced development professional to join a team combatting gentrification, displacement, social disenfranchisement, and structural injustice through affirmative litigation before housing, state, and federal courts as well as administrative agencies.

CoRe is a legal services organization for housing and community justice steeped in the 50-year tradition of community lawyering in Brooklyn and Queens. We have spent years working together with neighborhood organizations and organizers in representing hundreds of tenants and tenant associations toward enforcing their right to social citizenship by struggling, resisting, and enduring against any attempts to deny working communities, largely of color, their agency.

The primary job responsibilities of the Director of Development are as follows:

Plan and Implement Fundraising Programs:

- Create an Annual Development Plan that specifies fundraising strategies for maximizing foundation, government, and corporate grants, special events revenue, and individual donor contributions
- Work with the Executive Director and other managers to identify grant possibilities; write compelling, timely, and complete proposals that successfully meet the requirements of potential funders; develop and maintain contacts with current and potential funders; and prepare required reports
- Grow our individual giving base and develop new strategies to engage individuals
- Initiate and implement special event strategy to further individual, foundation and government fundraising strategies
- Develop new community partnerships as necessary to expand CORE's work

Manage Grants Program:

- Maintain existing grant solicitation and reporting efforts
- Expand foundation outreach and relationships
- Write/edit grants and reports as needed

Manage Development Operations:

- Develop a grant tracking system to allow for the regular monitoring of the status of each grant proposal; oversee database to track individual and corporate contributions, and utilize this information to cultivate donors on an on-going basis
- Provide fundraising training for staff, alumni, coalition partners and volunteers
- Oversee the maintenance of donor database, acknowledgement letters and financial reconciliation systems
- Develop annual strategic development planning process

Assist the Executive Director with Board Management:

- Work with the Board and appropriate staff to plan special events including an Annual Fundraising Dinner; provide strategic direction and assistance to raise CoRe's public profile to maximize giving with an emphasis on making development activities user-friendly for board members and staff



434 South 5th Street
Brooklyn, New York 11211
(646) 974-8761
communitiesresist.org

- Involve select board members to draft annual development plans
- Participate in management meetings and assist in other managerial or administrative responsibilities as appropriate

Overseeing Communications, Marketing and Public Relations efforts

- Prepare fundraising materials including annual reports, newsletters, pamphlets, and press packets, to effectively convey CoRe's mission and goals
- Develop a PR program that includes comprehensive messaging efforts across print and web
- Work with appropriate staff on website changes and updates
- Working with existing community partners (CBOs, elected officials, coalitions) to improve community education efforts

Applicants must have the following qualifications:

- Bachelor's degree and four years full time experience in fundraising and development work for a not-for-profit organization.
- Knowledge of New York City philanthropic community
- Exceptional communication and relationship-building skills and customer service orientation
- Demonstrated ability to manage a complex, detail-heavy, and high-quality operation
- Strong quantitative analysis and data management skills
- Ability to lead and excel in an entrepreneurial, fast-paced, diverse, results-oriented culture
- Demonstrated interest in fundraising and/or new business development
- Demonstrated ability to effectively communicate with individuals from diverse backgrounds
- Experience working with low-income tenant groups, community organizations and/or coalitions.
- Effective communication skills, including the ability to work with people in desperate crisis.
- Excellent interpersonal skills.
- Computer proficiency sufficient to independently review and generate materials relevant to the position as well as track client information in our database and prepare reports for grantors.
- Willingness, desire, and ability to attend evening meetings and events.
- Foreign language ability is a major plus.

CoRe is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status. Salary will be commensurate experience and comparable with other similar legal services agencies; excellent health and other benefits. **The position is currently remote, but will be a flexible in-office position when offices open around Fall 2021. Applications will be considered on a rolling basis.**

To apply, forward a cover letter with your resume to:

Lina Lee, Executive Director
Communities Resist Inc.
E-mail: LLee@communitiesresist.org

Please put 'Director of Development' in the subject line.