



The **Family Center** envisions a future where all New Yorkers thrive in secure healthy communities. Our mission is to provide holistic care and support to individuals and families affected by life-altering events to create a path to healing, stability and a fulfilling future. Please visit our website at www.thefamilycenter.org for more information.

The Family Center is seeking a passionate, highly motivated and results-oriented **Director of Development and Communications** to lead our fundraising strategy and implementation. The Director of Development & Communications reports to the Executive Director, works with other members of the Senior Leadership team and The Family Center Board of Directors. The ideal candidate will excel at cultivating a variety of constituents-donors, Board members, clients, volunteers and staff in a fast-paced environment. Candidates should have experience working with major donors and Board members, and a track record of growing revenue generated from individuals, corporations, and foundations. Interpersonal relationship-building skills and superb writing skills are essential to succeed in this role.

Primary Responsibilities

Fundraising

- Develop and lead a comprehensive and diverse fundraising development strategy to sustain and grow revenue to support the agency's mission in collaboration with the Executive Director and the Board. Specifically responsible for raising \$2 million annually and increasing by at least 20% in subsequent years
- Build multifaceted development plans annually, including in-depth research on potential funding opportunities and grant prospects
- Draft, edit and submit letters of intent, grant proposals and required reports
- Develop and leverage strategies for engaging individual donors, major donors, and donor institutions
- Craft fundraising communications, cases for support, pitches for donor support, along with donor correspondence
- Direct all event fundraising, including the annual gala

Donor Cultivation and Relationship Management

- Plan and lead donor cultivation events in collaboration with the Executive Director and the Board of Directors
- Identify, cultivate, and steward relationships with individual donors, major donors, and donor institutions
- Maintain and nurture existing donor relationships ensuring timely and personalized communication
- Support the Executive Director and the Board in research, preparation, documentation and follow-up of all donor meetings

Board Management

- Present at Board meetings, attend all Board Fundraising Committee meetings and all Board Recruitment & Leadership Development meetings
- Project and report on progress in meeting quarterly fundraising goals
- In collaboration with the Executive Director and Board of Directors, oversee new Board member prospecting and engage board members in The Family Center's fundraising strategy

Communications

- Direct all external communications and provide all constituents with guidance as to how they can maintain and uphold The Family Center brand
- Collaborate closely with program staff to provide donors and funders with qualitative and quantitative program data and outcomes

- Collaborate with client leaders to bring awareness of their lived experience, including receiving agency services, to donors and funders

Data Management

- Oversee the CRM: ensuring data hygiene and leveraging its functionality to move donors through the pipeline
- Track and report on fundraising progress, donor interactions and outcomes

Supervision

- Manage two staff: a full-time Development Associate and a part-time Communications Associate

Other

- Other duties as assigned

Required Qualifications

- Bachelor's Degree required; Master's Degree preferred
- Passion for The Family Center mission and work
- Experience using Blackbaud's RENXT
- Excellent interpersonal and writing skills
- Experience writing grants, manage events and working with Boards
- Creative vision for achieving fundraising goals
- Willingness to be mentored
- Management experience
- Positive attitude and can-do spirit

Location: This position is eligible for hybrid work. Our office is located at 493 Nostrand Avenue, Brooklyn, NY

Starting Pay Range: \$110,000.00-\$130,000.00 per year

Schedule: Full-time, exempt

Employee Benefits: The Family Center offers a highly competitive benefits package, which includes medical, dental and vision insurance, Long-Term Disability insurance, a 403(b) retirement plan, a pension plan, a Flexible Spending Account (FSA), Life Insurance, commuter benefits, a tuition reimbursement program, paid federal holidays, summer Fridays and other early leave days throughout the year, a generous vacation policy, and extensive professional training and development opportunities.

The Family Center is a registered 501(c)(3) nonprofit, and is an eligible employer for the Public Service Loan Forgiveness Program.

At The Family Center, we are dedicated to creating a positive work environment for our team. We value relationship-building and collaboration within and across its departments. We also greatly value and appreciate our team members, their well-being and work-life integration. We strive to create a workplace where staff feel supported and receive ongoing coaching, training and opportunities for growth. The Family Center is also committed to diversity, equity and inclusion (DEI) and has a DEI program that all team members have the opportunity to participate in and contribute to.

How to Apply

Please email a resume and cover letter indicating your salary requirements to jobs@thefamilycenter.org with the subject line "Director of Development and Communications." Due to a high volume of applicants, however, the Family Center is only able to contact those candidates that are selected for further consideration.

Equal Opportunity

The Family Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.