

Family Promise of Western New York (FPWNY)

Development Director

Job Title: Development Director

Status: Full Time, option to work hybrid in-person/remote

Pay Range: \$52,500-\$56,000 with a robust benefits package

Reports to: Executive Director

Family Promise of WNY prevents and ends homelessness for families with children. Our programs, including Eviction Prevention, Shelter Diversion, Temporary Housing and Stabilization, all help address housing instability that families face. The Development Director oversees the organization's annual fundraising strategy, including special events, annual appeal campaigns, donor management and public relations/marketing. A successful candidate will be someone with excellent communication skills who is able to tell the story of the unique initiatives we are spearheading here at Family Promise to the broader community, someone who values the power of relationship-building, someone who can stay proactively organized around multiple deadlines and goals and someone who is driven by data.

Duties:

- **Fundraising Strategy** - Develops and implements a comprehensive fundraising plan, including major gifts, annual giving, corporate partnerships, fundraising events and grants to support the core services and sustainability of Family Promise of WNY.
- **Donor Relations:** Cultivates and stewards relationships with existing and prospective donors through personalized communication, regular engagement and tailored giving opportunities.
- **Corporate Partnerships:** Research and manage relationships with corporations to enhance collaboration, sponsorships and in-kind contributions, and manage LinkedIn profile.
- **Fundraising Events:** Spearheads the organization's annual fundraising events, including promotion, logistics and event logistics in real time in order to generate revenue and donor engagement
- **Annual Appeals:** Oversees several annual appeal letter campaigns, including targeting needs, drafting the appeal, collaborating with the Director/Board on editing and working with marketing to publish
- **CRM Management:** Utilize and optimize CRM platform to manage donor data, track fundraising performance and analyze donor trends
- **Data Tracking:** Works collaboratively with the team to rigorously track data and evaluation metrics to support grant and community funding, generates donor reports to funders and stakeholders upon request, assists the Executive Director with the annual report
- **Grant Writing:** Works collaboratively with a grant writing team to research, write and manage grant proposals from foundations, local, state and federal governments
- **Planned Giving:** Administers the growth of our endowment via our planned giving initiative, tracking and facilitating bequests and planned gifts

- **Public Relations:** Manages FPWNY's public image with the media through press releases, newsletters and community events
- **Financial Reporting** - Provide regular updates on fundraising progress to Director/Board, advises on strategic fundraising goals and ways to improve fundraising outcomes
- **Advisory Board** - Manages the FPWNY Advisory Board to engage them in the life of the organization
- **Other duties** - Attends bi-weekly staff meetings and meetings with supervisor, completes other duties as assigned by supervisor

Skills and other Qualifications

- Bachelor's degree in Non-Profit Management, Business Administration, Marketing or related field required, Masters degree or 3 years experience working in a development-related field preferred
- Strong organizational and data management skills with an eye for detail the the ability to multi-task
- A genuine interest in engaging with people from diverse backgrounds and comfort speaking publicly on behalf of the organization
- Excellent written and communication skills
- Knowledge of Quickbooks, Salesforce and other CRM tools is a plus
- Background checks required
- Mission-driven and inclusivity-forward

Agency Expectations

- Complies with agency standards of conduct and professionalism
- Demonstrates knowledge of the program, mission and services of FPWNY
- Complies with all policies and procedures in Employee Handbooks
- Is punctual and consistent in reporting for scheduled work shifts to assure coverage
- Ability to work in an alcohol and drug free environment.

Physical Demands: Ability to lift and carry items up and down stairs as needed, up to 25 pounds.

Hours: 40 hours week, flexible schedule (days, evenings, weekends may vary depending on the activity)

Benefits:

- 20 PTO days to start, 25 days after 2 years
- 11 paid Federal Holidays
- 1 paid birthday PTO day
- Employer sponsored health insurance plan option with additional options for dental, vision and life insurance
- Other ancillary benefits available, including the option for a 401K plan

To Apply: Please visit our website at www.fpwny.org/jobs