



Bronx Community Foundation

Director of Development

Hybrid | Bronx, NY



Background

The Bronx Community Foundation (Bx.C.F.) is the first and only community foundation in The Bronx, solely dedicated to delivering resources to the entire borough. The Foundation supports and invests in community power to eradicate inequity and build sustainable futures for all Bronxites.

Our model is unique in that we engage community stakeholders across the borough in identifying challenges and designing solutions that create four pillars of sustainability:

- Community
- Equity & Justice
- Economic Security
- Health

We believe that it's the power of the people that drives the change. The strength and durability of our strategic solutions come from investing in and pooling our resources, talents, and expertise to create tangible and sustainable improvements to the quality of life in our community. Meaning Bronxites helping Bronxites.

How We Do It

Our focus is to be community-driven and working with place-based organizations to realize a resilient and prosperous Bronx. We are much more than a pass-through funding institution. To make significant progress, we take a unique and strategic role in defining a community-wide common agenda, and we take a collaborative and participatory philanthropic approach toward solving challenges. We accomplish this through engaging organizations and individuals from the nonprofit, education, government, and business sectors in participatory decision-making.

Our Community Power approach empowers partners to co-identify priority areas, undertake quick wins, and set ourselves up for the development of a common agenda to create systemic and institutional change. Once strategic solutions are defined, we fund, create, and help to lead collaboratives focused on solving those challenges. We have a four-step Community Power framework:

1. Collaborate



2. Strategically Plan

3. Empower

4. Implement

Our model empowers stakeholders to agree on priority areas and collaborate to overcome the disparities that have plagued The Bronx for decades.

For more information, please visit thebronx.org.

Position Summary

The Bronx Community Foundation is a startup foundation that has been growing steadily and is now seeking to dramatically accelerate growth. The President & CEO is looking for a mission-focused, seasoned, strategic, and process-minded and execution-oriented development professional with experience in building and leading the creation and execution of a development strategy. In addition, the Director of Development will be a leader with experience building a fundraising team and processes, collaborating with a growing executive management team, and developing a performance culture among a group of diverse, talented individuals. The Director of Development will collaborate closely with the President and CEO, along with the Board of Directors, to attract, retain, cultivate, and engage a growing number of donors at the Foundation and will build, execute and manage the Development strategy, process and future team.

Responsibilities

Development & Team Management

- Develop and execute a comprehensive annual development plan and community engagement strategy in collaboration with the President and CEO and the Board of Directors
- Work with President and CEO and the Board of Directors to fundraise with a specific fundraising target to be agreed
- Manage contractors, volunteers, and interns, as needed to achieve development goals by seeking funding and/or resources for operational and programmatic activities; build out a development function and team (in the future)
- Create, lead and work with President and CEO on all internal and external development communications

- Execute and oversee all fundraising campaigns and appeals, including (but not limited to) regular and annual appeals, Giving Tuesday, funding circles, and events including the Annual Benefit
- Draft (or engage appropriate external parties to draft) grant agreements and proposals to a multitude of organizations and funders to advance the mission and vision of the foundation
- Conduct broad-based and in-depth prospect research to further build Master Prospect List
- Manage workflow of grant cycles and develops strategy around grant cycle; keep track of grants that the Foundation has received and ensure all reporting requirements are met on time
- Finalize the Development calendar – including annual report, pitch decks, and various fundraising materials throughout the year
- Identify and support professional development opportunities to help strengthen the Development team

Donor & Board Relations

- Prospect, steward, and manage relationships with all levels of donors & Board of Directors
- Help develop strategy for cultivating and engaging multifaceted donor groups, including Corporations, Foundations, Public Sector, Individual Donors, etc.
- Serve as the primary business contact; send regular updates of special accomplishments & events taking place at the Foundation to various constituents
- Assist the President and CEO in establishing and cultivating relationships with key individuals at corporate institutions and major donors in Bx.C.F network
- Plan, organize and coordinate special events, including but not limited to the Foundation's Annual Benefit, service days, investment pitch events, funding circles, and other special initiatives

Management & Administrative

- Participate in regular Leadership Team meetings and provide leadership throughout the organization as it relates to development, building a culture of philanthropy, and setting organizational goals aligned with the Foundation's organizational mission, values, and commitment to racial equity.
- Manage, execute, evaluate, and advocate for the efficiency and advancement of the team's tools and processes including, but not limited to Salesforce, Classy, financial audit preparation, and various finance/development reports

- Report out regularly on fundraising benchmarks met to date, including contributed income, institutional funding, donors renewed, reactivated, and acquired.
- Strategize, advocate for and support the roll out, onboarding, and evaluation of organization-wide data collection systems that support development/fundraising efforts.
- Project forecasts for the organization's operating budget in collaboration with the Finance Department and the President and CEO; develop and manage the yearly development budget, track monthly expenses, and hold quarterly check-ins with Finance
- Co-develop and co-facilitate the Development and Finance quarterly retreats; lead regular Development Meetings and contribute to maintaining an accurate agenda
- Develop the Bx.C.F. Annual Report
- Assist with large-scale organization-wide events as needed.

Qualifications

- Candidates for the Director of Development should be seasoned and well-connected fundraisers with 8+ years of fundraising experience at mission-driven organizations. In addition, candidates will have:
- Successful track record of developing and executing comprehensive development plans, achieving fundraising goals, and a passion for diversifying a donor base – racially, socio-economically, etc.
- Confidence sharing the Foundation's work and stories with Board members, donors and community partners; experience in cultivating, closing, and stewarding gifts at every level
- Demonstrated experience scaling up organizations and building a team; capacity to enforce accountability, develop and empower staff and leaders from the bottom up
- Excellent interpersonal, verbal and general communication skills; an ability to relate to diverse groups of people from all social and economic segments of the community
- Creative problem solving, decision making and strategic planning skills; a self-starter who believes in the power of community and working together to achieve goals
- Excellent project management and organizational skills, and the ability to gracefully manage tight timelines in a fast-paced working environment and multiple projects concurrently
- Strong attention to detail, especially in getting to know individual donors, their interests and connections to the organization
- Strong leadership skills, with an emphasis on listening, empathy, collaboration and effective communication based on honest feedback and radical candor

- Experience in fundraising, relationship management, event planning, digital marketing management, etc. platforms such as Salesforce, Classy, Fluxx, G Suite, and WordPress
- Demonstrated experience in event management and planning
- Bachelor's degree and/or Master's degree in business or organizational leadership (preferred not mandatory)
- Awareness of and sensitivity to cultural diversity

Bronx residents, women and individuals of color are encouraged to apply.

Location

While this position is currently remote as the foundation is operating virtually, the plan is to locate a space over the next 12-18 months.

Our Commitment to Diversity, Equity and Inclusion, and Employment Statement

The Bronx Community Foundation profoundly values diversity and is committed to recruiting and retaining individuals of underrepresented backgrounds, including gender, race, religion, and sexual orientation.

The Bronx Community Foundation is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, immigrants, bilingual and bicultural individuals, and members of the lesbian, gay, bisexual, and transgender communities. The Bronx Community Foundation is firmly committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws. The Bronx Community Foundation strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, medical condition including acquired immune deficiency syndrome (AIDS) or AIDS-related conditions, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.
