



Union Settlement Chief Development Officer

East Harlem, NY



Background

Union Settlement is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness, and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. By helping our neighbors realize their goals, we build upon and enrich the vitality and success of East Harlem.

Today, Union Settlement offers more than thirty programs and services, across nearly twenty East Harlem locations and serves more than 10,000 people and nearly 1,000 businesses every year. As a pillar of East Harlem, Union Settlement is a connector, convenor and advocate for residents and our network of partnerships. We have a dynamic, diverse and collaborative team of more than 350 who are committed to supporting our neighbors and growing the vitality and success of East Harlem. With new leadership, Union Settlement is growing! For more information about Union Settlement' history, programs and mission, please visit our website at www.unionsettlement.org.

Opportunity

Reporting to the CEO and as a member of the executive team, Union Settlement's first Chief Development Officer has the incredible opportunity to make a unique impact on the 127-year-old organization. The Chief Development Officer will bring expertise in fundraising operations, contributing to the development of the organization's multi-year strategy while implementing complementary annual fundraising strategies. This includes identifying and maximizing development opportunities, building the development team, and implementing structures, systems, and platforms to ensure smooth, data-driven and effective operations and timely, relevant communication to key parties.

The Chief Development Officer will work closely with the CEO, Union Settlement Board of Directors, executive team, and program leaders to meet the development targets of this \$30 million East Harlem anchor institution. With funding to grow and configure the development team, the Chief Development Officer will oversee the overall breadth of fundraising initiatives, including foundation, government, corporate, event, and individual donor strategies. The ideal candidate has a deep background in development operations, demonstrated experience with major and individual donors, as well as foundations and government, and is an excellent communicator with the ability to translate the Union Settlement mission into resource development opportunities.

Responsibilities

Strategic Leadership

- Develop and implement the annual and multi-year development strategy and goals in alignment with Union Settlement's mission, vision, values, and strategy.
- Lead design, implementation and management of development operations to establish a best-in-class foundation and to facilitate growth and sustainability.
- Build and grow a high performing development team, cultivate leadership within development.
- Support, mentor, and partner with the Board of Trustees to maximize their development efforts, engaging the Board in the Union Settlement development strategy, promoting a culture of philanthropy amongst board members, and establishing and supporting strategic goals for Board engagement.
- Establish, in partnership with the CEO, performance measures and reporting tools, monitor and manage with results, and lead the CEO, Board, and executive team with the ongoing evaluation of the effectiveness of Union Settlement's development efforts.
- As a member of the executive team, participate in organizational leadership, strategy development, and modeling culture in ways that align with Union Settlement's mission, vision, and values.
- Manage and encourage cross-functional coordination and communication to support a cohesive and inclusive development and communication strategy, cultivate Union Settlement ambassadors within the organization and build organization capacity to communicate the Union Settlement story.

Development Operations & Donor Stewardship

- Establish and manage development operations, including a development team structure, establishing systems and leveraging technology platforms, including Salesforce, to build centralized and transparent systems.
- Build and lead a high performing development team with an elevated level of professionalism and dedication to the Union Settlement mission.
- Inspire, empower, motivate, and mentor the development team to implement fundraising strategy plans that outline monetary and activity goals targeting all donor levels and for all areas of support (including annual giving, major gifts, corporate, government and foundation support and special events).
- Manage all aspects of grant cycle including identifying opportunities to propose, grant and RFP proposal writing and submission and report writing and submission.
- Oversee maintenance of Union Settlement's portfolio of donors (individuals, foundations, and corporations) through Salesforce; assist the CEO with serving as the

primary relationship manager responsible for stewarding of these relationships; create and oversee the strategy for expanding existing relationships; establish and execute a calendar of donor communications to maintain and build donor engagement.

- Cultivate new philanthropic, community, and political relationships, in collaboration with the Chief Communications and External Affairs Officer, using a wide range of acquisition strategies to expand and maximize the base of supporters and contributors at all levels to meet Union Settlement’s development goals.
- Represent Union Settlement at key donor and foundation meetings and events; partner closely with and support the CEO and Board to develop active solicitation programs including the development of fundraising opportunities and conducting outreach.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives.

Qualifications

Ideal candidates for the Chief Development Officer role will possess the following skills and attributes:

- A high-energy, strategic, and visionary fundraiser with a history of success securing five and six figure major gifts and building and stewarding relationships with major individual donors, foundations, corporations, and government donors
- Evident experience and success building a development infrastructure to achieve reliable, timely and transparent operations and realize strategic and annual goals
- Demonstrated commitment and experience with the East Harlem community or similar urban communities of Latin, Caribbean, and African American cultures
- Demonstrated maturity and leadership with the ability to serve as a collaborative and unifying force across departments and at the executive level
- Superb interpersonal and communication skills, both written and oral; with the ability to influence and engage a wide range of donors and build long term relationships
- Proficiency in Salesforce donor management software
- Strong management, budgeting, and reporting experience
- Willingness to roll up sleeves to realize goals and have impact

Benefits and Compensation

Compensation for this position ranges between \$150,000 to \$175,000. Union Settlement offers an excellent benefits package including medical, dental and vision coverage and a 401(k)-retirement plan. This position is full-time, exempt located in East Harlem. Union

Settlement is operating on a hybrid schedule with three days/week in the office two days/week office optional. This role will be in brand new office space opening in Winter 2022/23.

Diversity Statement

Union Settlement is committed to advancing equity and social justice through our programs, services, advocacy, and hiring practices. As a trusted and vital community resource since 1895, we seek to change the policies, systems, and practices that perpetuate unequal access to the resources and opportunities that safeguard and enhance the economic, social, and physical wellbeing of East Harlem residents.

This position description is based upon material provided by Union Settlement, an equal opportunity employer.

To apply to this position, please click [HERE](#).

Lori Clement, Principal

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