

VP of Development

Community Service Society of NY

New York, NY

Salary: \$180,000 - \$200,000

The Organization

The Community Service Society of New York (CSS) has worked with and for New Yorkers since 1843 to promote economic opportunity and champion an equitable city and state. Through a strategic combination of data-driven research, direct services, and people-driven advocacy, we ensure New Yorkers have the power to create change in their lives and the life of our city and state. Our programs, policy analysis, legal advocacy, and campaigns expand access to health care, safe and affordable housing, employment, opportunities for individuals with conviction histories, consumer debt assistance, and more—making a tangible difference in the lives of millions. We work with a broad coalition of New Yorkers—from community members, activists, and volunteers to government officials, civic leaders, and Community Based organizations—to fight for what matters most, especially to those facing economic insecurity or racial injustice. Our collective victories, like medical debt reform laws, the establishment of a national student debt counselors' network, the passage of strong tenant protections, paid sick and family leave for working New Yorkers, and one of the strongest “ban the box” laws in the nation, pave the way for lasting change. We won't stop until New York is a place where those most impacted by injustice have a fair chance to not only survive but thrive. Join us in powering a more equitable New York by visiting www.cssny.org.

The Position

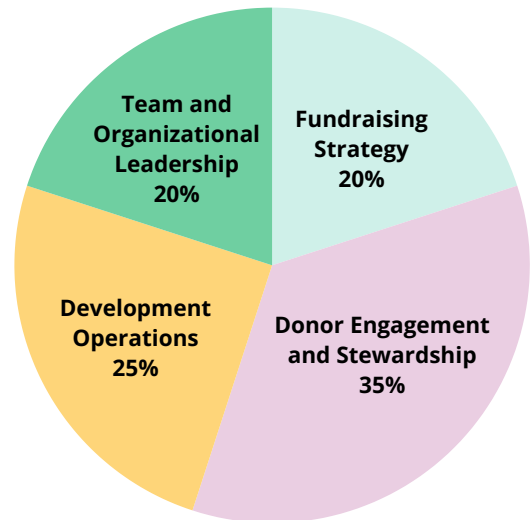
CSS seeks an experienced, strategic fundraising leader to serve as Vice President of Development (VPD). This is an exciting opportunity to expand an established development function into a bold and future-focused program that fuels CSS's impact and reach. The successful candidate will build upon a new strategic plan for fundraising growth and will lead efforts to significantly increase contributed revenue by expanding CSS's base of individual, major, and institutional supporters.

Reporting to the Office of the President, the VPD will be responsible for building a robust individual giving and major gifts program and building a pipeline of high-net-worth donors in close partnership with the CEO and senior leadership. They will personally manage a portfolio of top prospects and work closely with the CEO and Board of Trustees to activate and steward key donor relationships. Working closely with the Board Development Committee, the VPD will support the board's growth as a powerful fundraising body.

On the institutional side, the VPD will coordinate closely with program leaders to develop fundraising strategy and support the pursuit of government and foundation grants. While each program team leads their own institutional fundraising efforts, the development team will provide coordination, tools, and oversight to streamline operations and align goals across the multi service organization.

Fundraising Strategy

- Provide strategic leadership to CSS's resource development strategy, aligning fundraising with the goals of the CSS strategic plan to access an additional \$750,000 - \$1 Million in unrestricted funding each year.
- Build and execute a comprehensive individual giving and major gifts program.
- Ensure strategic alignment and coordination across fundraising channels—individual, institutional, government, and special events.
- Support program leaders in identifying and pursuing grant opportunities, while enhancing internal systems to approve grants planning, tracking, and compliance.



Donor Engagement and Stewardship

- Oversee prospect research, donor identification, and lead networking and donor engagement ensuring awareness of CSS and its programs with key audiences.
- Serve as the face of the organization and front-line fundraiser, partnering with the CEO and other leaders as appropriate.
- Enhance and personally manage a portfolio of top donors and prospects and oversee a high-touch donor engagement strategy.
- Staff and guide the Development Committee of the Board of Trustees and develop meaningful roles for board members in fundraising.
- Strategically engage the President and CEO, Executive Vice President and Chief Operating Officer, Board of Trustees, and other key stakeholders in donor cultivation efforts, providing meaningful and valuable engagement opportunities and effective support.
- Cultivate and expand CSS's network of supporters and ambassadors, with a focus on increasing unrestricted and multi-year giving.

Development Operations

- Oversee and strengthen all development functions, including systems for pipeline development, donor tracking, data analysis, and reporting.
- Supervise the planning and execution of key fundraising events, including the President's Council Luncheon and the Annual Fall Cocktails Benefit/Gala
- Work in partnership with the communications team to produce compelling donor communications and fundraising collateral.
- Ensure the development team is data-driven, donor-centered, and aligned with best practices.
- Work collaboratively with program staff to pursue and manage institutional and government grant opportunities, while enhancing and streamlining the processes for grant writing and response to request for proposals.

ROLE OVERVIEW (cont.)

Team and Organizational Leadership

- Lead a strong, collaborative, and high-performing Development team.
- Foster a culture of philanthropy across the organization, equipping all staff to embrace their role in fundraising.
- Partner closely with the Senior Leadership Team and program staff to ensure fundraising strategies reflect organizational priorities and community needs.
- Model transparency, creativity, and entrepreneurship in team leadership and management.

THE IDEAL CANDIDATE

The ideal candidate for the VP of Development position possesses the following competencies:

Drives Results	Builds Networks	Drives Engagement
Consistently achieving results, even under tough circumstances.	Effectively building formal and informal relationship networks inside and outside the organization.	Creating a climate where people motivated to do their best to help organization achieve its objectives.
Instills Trust	Strategic Mindset	Communicates Effectively
Gaining the confidence and trust of others through honesty, integrity, and authenticity.	Seeing ahead to future possibilities and translating them into breakthrough strategies.	Developing and delivering multi-mode communications that convey clear understanding of the unique needs of different audiences.

Additional Qualifications

- Passion for CSS's mission and values and a deep belief in equity and opportunity.
- A strategic and collaborative fundraising leader with demonstrated success in building and leading major gifts, individual giving, and comprehensive campaigns.
- Proven experience managing and growing a diverse fundraising portfolio, including major donors, foundations, corporate sponsors, and events.
- Experience directly cultivating, soliciting, and stewarding major gifts; strong track record of closing five to seven figure gifts.
- Strong managerial skills and the ability to motivate and build the capacity of a growing development team.
- Effective partner to CEO, board members, and senior executives in donor strategy and high-stakes solicitations.
- Familiarity with government and institutional fundraising strategies; able to support and coordinate efforts across multiple program teams.

THE IDEAL CANDIDATE (cont.)

Additional Qualifications (cont.)

- Excellent written and verbal communication skills, with the ability to craft compelling donor materials and present with clarity and enthusiasm.
- Knowledge and experience with the New York City philanthropic landscape and comfort working in a fast-paced, evolving environment.
- Bachelor's degree required; advanced degree preferred.

WHO WE ARE

Work Environment

CSS currently offers a hybrid work environment requiring onsite work at CSS' office at least two days per week. CSS reserves the right to modify this arrangement based on operational needs.

Mission & Vision

Equitable access to fundamental rights and opportunities across every facet of our lives will make New York stronger—because everyone will be able to plan their future here.

COMPENSATION AND BENEFITS

Salary and Benefits

\$180,000 - \$200,000

Community Service Society provides a comprehensive employee benefits package including health, dental, and vision coverage, life, AD&D, and long-term disability insurance, annual performance-based bonus of up to 15%, 403b retirement savings plan, defined benefit pension plan, flexible spending accounts, commuter benefits plan, EAP, and a robust holiday and paid time off policy.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by mid-August.

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[Submit an application](#)