

Director of Strategic Partnerships and Fundraising

MAYOR'S FUND TO ADVANCE NEW YORK CITY

Mayor's Fund to Advance New York City is a 501(c)(3) nonprofit organization working with more than 30 City agencies and offices, 300 institutional funders, and 100 community-based partners. The Mayor's Fund and its partners advance initiatives that improve the lives of New Yorkers from all walks of life and across all five boroughs.

Established in 1994 (formerly Public-Private Initiatives), the organization has grown to become an important vehicle for foundations, corporations, and individuals to contribute to programs that enhance the lives of New Yorkers. In particular, the Mayor's Fund has made strategic investments to promote mental health services for all New Yorkers, increase workforce development opportunities for young New Yorkers, and meet the needs of New York City's diverse immigrant community.

THE POSITION

The Director of Strategic Partnerships and Fundraising (DoSPF) facilitates relationships between philanthropic partners and city agencies seeking private funds to support programmatic work across all 5 boroughs. The DoSPF works directly with the Executive Director, Board leadership, members of the Board of Advisors, and other key city partners to forge relationships with some of the nation's most active charitable individuals, corporations, and foundations in order to build collaborative partnerships to support programs and projects aligned with some of the New York City's most challenging issues.

In this capacity, the Director of Strategic Partnerships and Fundraising is tasked with:

- Creating and implementing a strategic and comprehensive fundraising plan that ensures the Mayor's Fund has an effective framework for maintaining and expanding its funding relationships and that diversifies and grows the base of donors. The annual fundraising goal is upwards of \$20M.
- Recruiting, supervising, and coaching Strategic Partnerships and Fundraising team members and working closely with consultants. Directing a small staff on the production and logistic support for annual and new fundraising and cultivation events, as well as a calendar of individual, foundation and corporate grant requests and reports.
- Professionally executing techniques that identify opportunities for new partnerships, and that expand cultivation of foundations, philanthropic and corporate relationships.
- Identifying, cultivating, and soliciting funders through personal networking, private and public grant proposal writing, corporate sponsorship pitches, the use of donor search tools, special events and other strategies.
- Building relationships with the donor base to understand their areas of interest and ability to quickly present programs/initiatives that resonate with their areas of interest.

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- Collaborating with the Board of Advisors to customize cultivation, solicitation, and stewardship strategies leading to renewed and new partnerships. Proactively informing and garnering support of the Board of Directors on fundraising strategy, activities, achievements, and challenges.
- Supporting the Executive Director to establish effective communication channels with donors (current and prospective) to amplify the lasting impact of donations in real-time.
- Implementing a tailored donor marketing strategy that strengthens existing collaborations and engages prospective donors.
- Conceptualizing and generating content for collateral, and coordinating a distribution schedule for donor communications including solicitation pitches, acknowledgement letters, invitations, annual reports, etc.
- Representing the Mayor's Fund to current and prospective partners, and other key constituents.
- Undertaking special projects as determined by the Executive Director.

THE QUALIFICATIONS

The successful candidate is highly motivated, creative, and an accomplished development professional who possesses the ability to work collaboratively across the entire organization. They must demonstrate maturity and discretion when interacting with high profile partners and others for whom the diverse initiatives may resonate. The candidate should have the following:

- Commitment to the advancement of New York City.
- Bachelor's degree required; advanced degree and/or CFRE accreditation valued.
- A minimum of 5 years of experience in donor cultivation with a demonstrated capacity to manage high-level relationships.
- At least 3 years of experience with budget management and supervision of staff.
- Superior communication (both written and oral), and strong attention to detail; managerial skills, as well as a proven ability to manage a portfolio of donors and solicit and secure gifts.
- Understanding of donor marketing campaigns and brand building using online and social media.
- Proven, measurable success in planning for and securing major gifts from individuals, corporations, and foundations, and conducting special events.
- Ability to problem-solve and make decisions independently and in collaboration with volunteers and colleagues.
- Excellent project management skills with an ability to manage multiple projects at once.
- Demonstrated commitment to public interest, philanthropy, or social entrepreneurship.



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COMPENSATION AND BENEFITS

The salary for this position is \$145,000 annually. Mayor's Fund also provides its employees with a robust benefits package that includes employer-paid health, vision, and dental insurance, employer-funded Health Savings Account, retirement plan with matching employer contributions, and generous paid time off, including wellness days.

WORK SCHEDULE

The position offers a hybrid work schedule with an expectation to be in the office at least three days weekly (Tuesdays, Wednesdays and Thursdays), located at 253 Broadway, New York, NY 10007 or in the field for meetings and events as required. Ability to work evenings and weekends as required by event schedules as well as regional travel. Candidates should have residency in New York City at the time of application for this position.

HOW TO APPLY

Attach a resume and cover letter in an email to fund@cityhall.nyc.gov with "Director of Strategic Partnerships and Fundraising" in the subject line.

The Mayor's Fund to Advance New York City is an Equal Opportunity Employer. For more information about The Mayor's Fund to Advance New York City please visit <http://www.nyc.gov/fund>.