



## **Director of Development**

Newtown Youth & Family Services (NYFS) is a licensed non-profit mental health clinic and youth service bureau that is dedicated to helping children and families achieve their highest potential.

### **Position Summary:**

The Director of Development would build NYFS's capacity to support our agency by securing generous support from individuals, foundations, government entities and corporations. The Director would shape and implement a development strategy that aims to enlarge the agency's assets through the creation of new charitable funds, the expansion of existing funds and the development of future gifts through donors.

Full-time ( 35 hours), some evenings and early mornings and weekend work. Salary range 65k-75k.

### **Essential Job Functions:**

- Cultivates, solicits and stewards prospects through personal visits (zoom), oral and written communications.
- Manage portfolio of foundation, corporate and government grants including: researching funding opportunities, creating letters of interest, proposals, and reporting requirements.
- Manage cultivation and relations with current and prospective funders through acknowledgment, updates and reporting.
- Work closely with Executive Director in responding to strategic institutional priorities by planning, setting, and monitoring annual goals aimed at supporting those priorities.
- Provide strategies, briefing materials, written proposals and acknowledgements for Executive Director, Board Members and accompanies them as appropriate on development-related visits.
- Develop and execute a fundraising strategy for grant funding within the larger fund development plan.
- Implement and maintain a collaborative, organization-wide approach to increasing grant revenue.
- Ongoing interface with NYFS staff, as well as Board Members, donors, government officials/staff, visitors and general public.
- Oversee contracts/services related to grant research.
- Assist with fundraising initiatives as needed and provide staff support when appropriate to Board committees active in fundraising.
- Keep foundation files updated and organized.

**Essential Job Requirements:****EDUCATION**

Bachelor's degree required with a minimum of 7 years of demonstratively successful experience in fundraising/development.

**EXPERIENCE**

Familiarity and proven experience in developing and implementing strategies for acquiring new donors, retaining and upgrading existing donors. Knowledge of Government structure and funding at local, state and federal levels for outreach, advocacy and funding. High proficiency with Microsoft Office Applications like Word, PowerPoint and Outlook. As well as other computer applications like Adobe, Zoom (cloud base video) and CRM.

**REQUIRED SKILLS**

- Excellent oral and written communication skills. Presents material or discusses subjects in a manner which indicates an organized and complete thought process.
- Must possess excellent interpersonal communications skills with an ability to interact with diverse audiences.
- Ability to interact professionally and warmly with volunteers, donors, staff and the general public. And must be comfortable in speaking to potential donors, other individuals and groups.
- Ability to work independently and as part of a team; strong ability to problem-solve, take initiative and set priorities and the ability to be flexible and self-assured.
- Responsibilities require considerable professional independence and the ability to effectively respond to a variety of situations involving organization constituencies.
- Ability to influence the thinking of others in order to gain approval/acceptance of one's ideas, plans, or activities
- Ability to think creatively and develop new ideas or novel approaches to deal with a variety of work related issues or problems
- Ability to exercise judgment, to handle confidential issues, and to work independently.
- Demonstrate a commitment to the agency's strategic principles
- Ability to plan, structure and prioritize work tasks in a logical and efficient manner within committed time frames.
- Essential Physical/Mental Skills Required for the Position:
- Must have the ability to be mobile in order to interact with donors on and off campus and attend numerous meetings within the facility and outside the agency
- Employee must be able to communicate with clients, staff, employees, volunteers, and the public-at-large.
- In order to perform the essential duties of the job, the incumbent must be able to speak, hear and see
- Adheres to agency's policies, procedures and regulations

Please email cover letter and resume to [russo@newtownyouthandfamilyservices.org](mailto:russo@newtownyouthandfamilyservices.org)