



Job Title: Development Director
Department: Development
Reports to: President & CEO

Status: Full-Time/Exempt
Schedule: 35 Hours/Week
Monday-Friday, 9:00am-5:00pm

Job Summary

Development Director, an experienced fundraiser responsible for supporting the organization's efforts to maintain, diversify, and pursue funding resources. He/she will identify, cultivate, and secure gifts and grants from individuals, corporations, foundations, and government agencies for our programs. In keeping with the organization's mission, the Development Director will develop and implement a comprehensive fundraising strategy.

He/she will serve as the key fundraising advisor for the organization, providing vision, leadership, and overall supervision of all fundraising efforts. He/she will report and work closely with the President/CEO. He/she will also work with and engage the Board of Directors in cultivating Board events.

Succeeding in this environment will require taking a hands-on approach to connecting with funders using traditional and innovative development methods while implementing the infrastructure required for developing sustained annual support.

Key Responsibilities

- Develop and execute a comprehensive fundraising strategy
- Manage Salesforce and collaborate with team members responsible for aspects of data entry and major gift processing
- Develop and cultivate relationships with government officials
- Establish and maintain strong communication with the CHCF's community: staff, board members, volunteers, interns, and contributors
- Develop, implement, and oversee the department's budgeting, and produce monthly status reports of all fundraising efforts
- Develop a tracking mechanism for all outgoing proposals
- Supervise departmental staff and provide opportunities for professional growth and development
- Develop and execute a strategic work plan to increase support and engagement for our annual fundraising Gala
- Arrange on-site cultivation meetings with potential funders
- Work closely with the President/CEO to establish fundraising target goals





Fundraising

- Oversee ongoing development activities
- Secure financial commitment from individuals, foundations, and corporations
- Conduct research, prospecting, and growing donor sources

Qualifications

- Bachelor's Degree in business, nonprofit leadership, communications, marketing, or in a relevant field
- 5+ years in Development with a proven track record in fundraising
- Ability to assess priorities, manage multiple projects simultaneously, and work well under pressure
- Outgoing, energetic, and self-motivated
- Strong interpersonal skills
- Strong verbal and written communication skills in both English and Spanish, able to speak publicly, give presentations about CHCF, and negotiate with funders
- Self-starter with a strong work ethic and attention to detail — able to contribute under uncertainty, lead, and work collaboratively with other staff
- Hard worker, very organized, with a desire to help this organization grow — adaptable to changing situations and circumstances
- Ability to travel frequently to attend networking events and meet with potential funders

Salary: \$ 100,000

CHCF offers a comprehensive employee benefits package.

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.



75 Broad Street, Suite 620 | New York, NY 10004 | (212) 206-1090 | info@chcfinc.org