



**Job Title:**

Director of Development & Communications

**Direct Reports:**

Director of Events and Corporate Relations, Development Assistant, Communications Assistant

**General Description:**

Row New York ([www.rownewyork.org](http://www.rownewyork.org)) is a unique non-profit organization serving youth from New York City's under-resourced communities, empowering them to build strength, gain confidence, and pursue excellence through the sport of rowing. Our free and low-cost programs serve over 2,000 young people annually. Our year-round middle school and high school programs combine competitive rowing with comprehensive academic support, with a focus on athletic success and college access for all.

**Position Summary:**

Row New York (RNY) seeks an energetic, highly organized individual to serve as our Director of Development & Communications and join the leadership team of Row New York. Reporting directly to the Executive Director, this position will help maintain and grow a broad base of income streams including individuals, foundations, and corporations with the goal of raising \$2M in annual support for our rowing and academic programs for youth and our rowing programs for youth and adults with disabilities. This is an exciting opportunity for a driven development professional to join a non-profit with 10 years of success as we continue to grow and positively impact more New York City youth.

**Main Responsibilities:**

- Lead and manage Row New York's overall development efforts, including: individual donors, foundations, special events, corporate support, and government funding
- Work closely with Executive Director to develop and implement strategies for the cultivation, solicitation, and stewardship efforts for major individual donors
- Interface with Board of Directors and support Executive Director in preparation of board materials and presentations
- On occasion, host foundation staff and individuals on program site visits at boathouses or academic sites
- Oversee Row New York's PR & marketing plan as well as the organization's social media presence
- Work with the Director of Events to plan and execute various fundraising events throughout the year

- Work with the Executive Director to design publications such as annual reports, brochures, and press releases.
- Work with the Director of Programs to develop and implement a plan to collect and maintain program metrics data in Salesforce
- Lead development team in regular utilization of Salesforce for updating all fundraising records
- Work closely with the Bookkeeper to manage organizational finances with a focus on income generation and tracking

**Qualifications:**

- Bachelor's Degree (Masters in non-profit management or relevant field of study preferred)
- 5-7 years of professional experience in the non-profit development field with a proven record of success in meeting annual fundraising goals, including gifts from major donors, foundations, and corporations
- Experience with non-profit budgeting and financial reporting
- Equally comfortable playing external and internal roles, demonstrating a professional and warm demeanor in developing relationships with a variety of stakeholders
- Proactive problem solver who demonstrates initiative and ability to work individually and on a team
- Superior writing and organizational skills with experience prioritizing multiple assignments, meeting tight deadlines, and willing to be flexible with a lean staff
- Detail-oriented, results-driven team player who thrives in an authentic, feedback-driven culture
- Experience working with databases
- Ability to communicate with sensitivity and to work with diverse population
- Knowledge and eagerness to learn in the realms of education, poverty, youth services, and people with disabilities
- Experience in a youth-serving non-profit in New York City (preferred)
- Commitment to mission of Row New York and passion for helping youth succeed

**Compensation and Benefits:**

Row New York is committed to creating a culture that is supportive of learning, growth, and staff development. Our investment in staff includes:

- Competitive salary commensurate with experience
- 403(B) Plan
- Health and dental insurance
- Generous paid vacation days
- Commitment to staff development

**To Apply:**

Submit cover letter, resume, and references to [careers@rownewyork.org](mailto:careers@rownewyork.org) with "Director of Development & Communications" in subject line. Only applicants asked to interview will be contacted. The deadline for submissions is February 12, 2014. No phone calls please.

*Row New York is an equal opportunity employer.*