



Job Title:

Development Manager

General Description:

Row New York is a unique non-profit organization which transforms the lives of New Yorkers, regardless of ability or background, through the discipline of rowing combined with comprehensive academic support. Our free and low-cost programs serve over 2,000 young people annually, empowering them to build strength, gain confidence, and pursue excellence through intensive rowing and academic programming. We also offer para-rowing for youth and adults with disabilities, summer camps, fitness classes, adult rowing instruction from introductory to competitive levels, and corporate team-building workshops.

Currently, we row out of two boathouses: the Peter Jay Sharp Boathouse on the Harlem River in upper Manhattan, and the World's Fair Boathouse on Meadow Lake in Flushing Meadows Corona Park, Queens. In late 2015, we will begin programming on Paerdegat Basin in the Canarsie section of Brooklyn. Our main office is located in Long Island City, Queens.

Position Summary:

Row New York seeks an energetic, highly organized Development Manager to maintain and grow a broad base of income streams, including individuals, foundations, government and corporations. Reporting to the Chief Development Officer, this position will assist in researching, identifying and cultivating new donors, with a particular focus on grant writing and government/foundation relations. Specifically, the Development Manager will increase outreach to and support for Row NY's planned expansion to Brooklyn, as well as the growth of our para- and adaptive rowing programs for those with disabilities. This is an exciting opportunity for a driven development professional to join a non-profit with more than a decade of success as we continue to grow and positively impact more young people throughout New York City.

Please note: This position will be based in our Long Island City office.

Main Responsibilities:

- Support Chief Development Officer in executing Row New York's overall development efforts, including: individual donors, foundations, special events, corporate support, and government funding
- Research new funding and communications opportunities aligned to Row New York's planned expansion to Brooklyn
- Compose high quality, compelling grant proposals and narrative reports to existing and new funders
- Work closely with the Chief Development Officer to implement strategies for the cultivation, solicitation, and stewardship efforts for major individual, foundation and government donors
- Support CDO and ED in hosting foundation staff and individuals on program site visits at boathouses or academic sites
- With development/communications team, increase Row New York's PR & marketing

- efforts in order to increase visibility and funding potential
- Work with the Director of Events to plan and execute various fundraising events throughout the year
 - Work with the CDO and team to design publications such as annual reports, brochures, and press releases
 - Work with the program staff to develop and implement a plan to collect and maintain program metrics data in Salesforce
 - Work closely with the Operations Manager to manage organizational finances and fundraising records, particularly in Salesforce, with a focus on income generation and tracking

Qualifications:

- Bachelor's degree
- 3-5 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
- Superior writing and organizational skills with experience prioritizing multiple assignments, meeting tight deadlines, and willing to be flexible with a lean staff
- 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
- Experience working with databases (Salesforce knowledge a huge plus)
- Results-driven team player who thrives in an authentic, feedback-driven culture
- Experience with non-profit budgeting and finances
- Ability to communicate with sensitivity and to work with diverse populations
- 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
- Strong references from direct supervisor(s)
- Commitment to the mission of Row New York and a 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, sick days, and holidays

To Apply:

Submit cover letter, resume, and references to sarah@rownewyork.org with "Development Manager" in subject line. Only applicants asked to interview will be contacted. No phone calls please.

Row New York is an equal opportunity employer.