



Position Available: Director of Development (FT)

Westchester Children's Association (WCA) is a 103-year-old non-profit child advocacy agency dedicated to improving the lives of Westchester's children by shaping policies and programs to meet their needs, and by keeping the well-being of Westchester's children at the top of the public agenda. Our mission is to ensure that every child in Westchester County is healthy, safe and prepared for life's challenges. Our 8-person staff works with a dedicated Board of Directors to implement a variety of strategies to identify the needs of children and youth, educate the public and policy makers about those needs, and lead efforts to shape public policies and investments to meet those needs.

We seek a creative and flexible development professional with a commitment to the mission of our organization. The successful candidate will have a solid track record in major gifts fundraising. We offer an exciting opportunity to explore new revenue sources like planned giving and online fundraising while sustaining and growing our existing funding streams. Join us and be part of a cohesive and dedicated team of advocates, researchers and fundraisers.

Qualifications: Bachelor's degree and minimum 5 years' progressive experience in fundraising, with proven track record in identifying, soliciting and securing commitments from high net worth individuals.

Schedule: Standard full time business hours, with adjusted schedule as needed to accommodate evening meetings and events.

Job Summary: The Director of Development (DoD) will oversee all annual fundraising income streams *excluding* grant proposals, raising \$600,000+ of our \$1 million budget. In addition to the responsibilities listed below, the DoD will serve as one of WCA's key ambassadors to community groups, business leaders and civic organizations throughout Westchester. The DoD reports to the Executive Director (ED), and will work directly with WCA board members. The successful candidate will be a self-starter with highly developed organizational skills, a talent for building relationships, and enthusiasm for asking for money.

Responsibilities:

- Work closely with the ED to develop fundraising strategic plan, designed to meet the funding needs of WCA and support board involvement in fundraising and community outreach as necessary.
- Identify and secure major gift support from individuals, corporate and family foundations.
- Supervise execution of annual fundraising campaign, including but not limited to direct mail appeals and annual benefit.

- Develop materials to be used as tools in the development process: case statement; stories of WCA's work; donor letters; fundraising brochures; email solicitations, newsletter articles and more.
- Oversee donor recognition and stewardship.
- Organize cultivation and solicitation of members and prospective members of Westchester Companies for Kids (WC4K), WCA's business support committee.
- Supervise development administrative staff in the execution of all tasks/responsibilities, including but not limited to recording donations, updating donor records, sending acknowledgements, and preparing gift/financial reports as needed.
- Work with communications staff and consultant on online solicitations and publicity.
- Work with/supervise staff and consultants in the areas of strategy, donor prospect research and events, and to develop a planned giving strategy.
- Staff the board development committee.
- Staff the board benefit steering committee (a subset of the development committee).
- As part of WCA's leadership team, attend board and executive committee meetings as requested.
- Attend WCA events as requested.
- Other duties as requested.

Required Knowledge, Skills, and Abilities:

- Understanding and passion for WCA's mission.
- A history of progressively responsible experience in non-profit fundraising.
- Demonstrated success in building relationships and securing significant major gifts.
- A self-starter, with strong organizational skills.
- Excellent writing and interpersonal communication skills, with the ability to communicate the unique history, values and goals of the organization to major donors and prospects.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point).
- Experience with a relational database preferred.
- Managerial experience preferred.
- Experience with online fundraising/engagement a plus.

Compensation:

Commensurate with qualifications and experience. Benefits include group health insurance, 401K with employer contribution after 1 year, generous vacation and personal days. This is an exempt position.

To apply: send resume and cover letter to Cora Greenberg, Executive Director, at cgreenberg@wca4kids.org, using the subject line, "Director of Development." Please do not telephone.

The Westchester Children's Association seeks to be a diverse and inclusive organization. WCA maintains a policy of equal treatment to all employees and applicants for employment without regard to race, creed, color, national origin/nationality, ethnicity, ancestry, religion, sex, age, disability, marital status, sexual orientation, gender identity or expression, citizenship status, or any other characteristic protected by federal, state, or local law.