

## **Development Manager**

From 59th Street to 181st Street, from riverfront to city-side we work to enhance this Olmsted gem for present and future generations. Whatever it needs, Riverside Park Conservancy is by its side. Think of us as its gardener. Its advocate. Its sustainability manager. Its art curator. Its historian. Its visionary. And its guardian.

We work side-by-side with the New York City Parks Department, and we make improvements as diverse as the park itself and the city it serves. With the dedication and generosity of neighbors and park lovers like you, we can elevate your park experience and preserve this historic treasure for generations to come.

## **Position Summary**

Riverside Park Conservancy is looking to hire a Development Manager (DM), who will report to the Senior Development Officer.

The DM is a position with substantial fundraising and communication responsibilities. The candidate will be a strong and convincing writer who can meaningfully lift up our mission to potential funders and steward our long-standing supporters, ensuring that our values are at the forefront. A perceptive and careful listener, the DM is also adept at identifying big and small opportunities to strengthen connections between our supporters, neighbors, and our work.

The ideal candidate will be involved with implementing and growing new development projects such as: wealth screening, grant writing, event coordination, data management, prospect research, corporate development and other key elements of development support.

## **Primary/Essential Responsibilities and Duties**

Primary responsibilities include but are not limited to:

- Managing and growing the donor portfolio by researching, qualifying, and cultivating donors
- Managing relationships with and stewarding current donors
- Developing and implementing a strategic plan for identifying and cultivating donors with an emphasis on major gifts for general operating support, special projects, and events, multi-year efforts, as well as planned and corporate giving
- Working collaboratively with development team to build and maintain the donor database, including tracking the donor pipeline, wealth screening, and progress toward individual giving goals
- Be responsible for coordinating the ordering of development collateral and issuing to donors
- Working collaboratively with development team on all fundraising activities including salons, events, and annual spring benefit
- Writing effective proposals and solicitations, reports, grant applications, acknowledgements, and other donor-related communications

**Required Skills and Qualifications**

- Excellent written and verbal communication skills and interpersonal skills
- College degree in related field preferred
- Two to five years of development experience
- Proven track record securing gifts, as well as networking and building relationships with current and prospective donors
- Ability to perform with a high level of discretion and integrity
- Proven ability to think strategically and effectively carry out initiatives
- Ability to work on multiple projects simultaneously and strong attention to detail
- Strong organizational skills and the ability to prioritize to meet deadlines
- Proficient in Microsoft Office Suite applications
- Knowledge of Adobe software
- Knowledge of fundraising database management
- Sense of humor a plus

**Physical Requirements and Working Conditions**

- Works in an open office environment and in Riverside Park
- Will require some evening and weekend work
- Local travel within NYC for meetings and special event attendance required

*Riverside Park Conservancy affirms, without reservation, the principles of equal opportunity in employment, and will not discriminate against qualified candidates for any unlawful reasons, including race, religion, gender, national origin, age, or disability.*