



## Senior Development Officer

The New York Women's Foundation seeks an experienced development professional to serve as Senior Development Officer for The Foundation. Reporting to the Vice President of Development, the Senior Development Officer is responsible for the cultivation, solicitation, and stewardship of gifts from a portfolio of high net worth donors and prospects. An ideal candidate has familiarity with The New York Women's Foundation, and affinity for social and economic justice, and a desire to work with a broad and diverse cross-section of New York City.

### KEY RESPONSIBILITIES

- Manage a portfolio that includes no more than 300 high net worth donors and prospects.
- Develop individual donor strategies to renew and upgrade large gifts.
- Solicit and secure major gifts, including multi-year gifts and stretch commitments.
- Work in partnership with the Vice President of Development and Development team to enhance departmental operations and strategies.
- Collaborate with various affinity group members to develop and implement fundraising and networking strategies.
- Maintain accurate records of donor outreach and solicitation plans through regular upkeep of donor database and submission of call/visit reports.
- Participate in departmental portfolio review process.
- Meet or exceed the expected level of donor activity each week and month, i.e., number of face-to-face visits, asks, calls, personal correspondence, etc.
- Become familiar with The Foundation's programmatic needs for the purpose of effective donor cultivation, solicitation and stewardship, seizing available resources and opportunities.
- Partner with team members on donor and special events, developing creative cultivation and stewardship experiences.
- Special projects and other responsibilities, as needed.

### QUALIFICATIONS

- Bachelor's degree and a minimum of eight years of relevant, progressively responsible development experience.
- Superior written and oral communication skills, organizational skills, attention to detail, and ability to work well both independently and with others.
- Major gift fundraising and portfolio management experience, with a proven success record in cultivation and solicitation, are critical.
- Campaign experience preferred.
- Excellent interpersonal and communication skills are essential, both written and verbal.
- Fluency with programmatic partnerships and outcomes is essential.
- Must possess a strong work ethic, have confidence, take initiative and be a self-motivated, enthusiastic team player.
- A background of working with high-level donors, volunteers, and trustees is highly desirable.



- Ability to think creatively is essential, along with enthusiasm and superb communication skills. The ideal candidate can organize and prioritize simultaneous projects successfully, and can work effectively with trustees, donors and prospects, volunteers, and staff.
- Facility with both Raiser's Edge and Microsoft Office are expected.
- Evening and weekend hours as needed.

## **HIRING POLICY**

The New York Women's Foundation is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

## **COMPENSATION**

Commensurate with experience

## **TO APPLY**

Please send a cover letter, salary requirements and resume to:

[hr@nywf.org](mailto:hr@nywf.org)

Or via mail to:

The New York Women's Foundation  
39 Broadway, 23<sup>rd</sup> Floor  
New York, NY 10006  
Attention: Human Resources

**NO TELEPHONE CALLS PLEASE.**