

# Howe-Lewis International

---

HOWE-LEWIS INTERNATIONAL  
POSITION SPECIFICATION  
12.7.21

**TITLE:** Senior Vice President, Development  
(newly created role)

**INSTITUTION:** The logo for The New York Women's Foundation features the text 'THE NEW YORK WOMEN'S FOUNDATION' in a bold, blue, sans-serif font. Below this, the tagline 'Radical generosity.' is written in a smaller, red, sans-serif font.

**WEBSITE:** [nywf.org](http://nywf.org)

**LOCATION:** New York City

## ABOUT NYWF

---

The New York Women's Foundation (NYWF) is a platform for women (cis and trans) and non-binary people, and a force for change. The Foundation's mission is to create an equitable and just future for all women and girls. It achieves this goal by uniting cross-cultural and community alliances that ignite action. The Foundation invests in women-led, innovative, and bold community-based solutions that promote the economic security, safety, and health of the most overlooked women.

The Foundation lives its mission and its staff and board reflect the communities to which it is committed.

NYWF celebrates the humanity in each person and believes that people and relationships are the foundation of its success. The organization sees vibrancy, resiliency, and creativity in communities. Experience has shown that those facing the greatest obstacles also have the greatest insight and that community leadership is invaluable to developing solutions. The Foundation believes that all voices count and that effective solutions are created when tables are inclusive across social, cultural, and economic backgrounds. As a unique community foundation, the way that NYWF carries out philanthropy — with transparency, respect, and partnership — is as important as what it funds. For more information, please visit [nywf.org](http://nywf.org).

## **COVID RESPONSE**

---

During the pandemic, NYWF was able to be nimble and pivot to tap into digital resources. The organization's funding priorities during this period reflect its commitment to supporting New York City's most vulnerable, marginalized communities. The organization has since adopted a hybrid work model.

## **FUNDING**

---

NYWF has a FY 2022 operating budget of \$18 million. Historically, major sources of revenue are philanthropy from board members and other individual donors, several annual fundraising events, foundations, and corporations.

The Foundation's endowment has a current value of approximately \$11 million and is invested in companies that "do well by doing good" and that have women in leadership positions and strong policies for women employees. The grantmaking budget is anticipated to be approximately \$9.5 million.

## **PRIMARY FUNCTION**

---

The Senior Vice President, Development (SVP) role has been established to lead the effort to build upon the Foundation's current success to take the development program to new levels of success.

The individual in this role will lead, inspire, and grow the development team to deepen the foundation's donor-centric model. The successful candidate will oversee the entire range of fundraising strategies and tactics. They will carry a portfolio of prospective donors capable of six- and seven-figure gifts and oversee the major gift, special event, corporate and foundation identification, stewardship, and solicitation strategies.

It is expected that philanthropic support of NYWF will increase over time as the department systematically and effectively strengthens overall fundraising capacity.

## **REPORTING RELATIONSHIPS**

---

The SVP reports to the President and CEO and will also work closely and in full partnership with the Vice President, Programs and Institutional Advancement.

## **SPECIFIC RESPONSIBILITIES**

---

### **Development**

- Work with leadership, development, and program teams to develop an ambitious but realistic strategic approach to building a more robust culture of philanthropy by deepening engagement with current donors and expanding the pool of major donor prospects.
- Establish and implement the infrastructure needed to grow support from all facets of philanthropic support. Institute best practices in fundraising including but not limited to a moves management approach with specific benchmarks.
- Ensure that the team has the tools, information, and support to work in a cohesive, systematic way together toward common goals and objectives. Provide context for and establish priorities and expectations for the department.

- Specifically, strengthen the pool and pipeline of individual prospects and donors at the six-figure level.
- Expand and diversify NYWF's donor base/pipeline and work closely with other team members to secure funding for new initiatives.
- Craft and articulate, in partnership with the communications and program teams, highly tailored messages for targeted audiences and prospective donors.
- Serve as the central resource for best practice in philanthropy organization wide.
- Support and partner with the President & CEO and Board members on all major fundraising initiatives.
- Oversee team members who manage all donor information; provide and present statistical analysis to Board and senior leadership.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Work effectively with external consultants (prospect research, and others).
- Monitor and report regularly on the progress of the development program.
- Lead development monthly staff meetings/prospect tracking meetings/committee meetings/staff retreats.

#### **Board Relations**

- Work closely with the Board of Directors and its committees, as appropriate and support Board members as they take on more active fundraising roles.
- With the CEO, engage board members in the identification, cultivation, and solicitation of major gift prospects.
- Participate in the identification of new board prospects.
- Serve as an ambassador for the Foundation and the Development team.

#### **Management/Mentoring**

- Lead and mentor a high-functioning team of development professionals.
- Ensure collaboration, teamwork, and communication between and among divisions.
- Oversee daily operations; set goals and performance measures to evaluate department performance.
- Motivate, support, and encourage the professional development and growth of team members.
- Advocate for the team; ensure that they have the resources and support needed to achieve their goals.
- Maximize technological resources to support efficiencies, excellence, and analytics.
- Foster a collaborative, respectful, and collegial working environment. Cultivate relationships with colleagues at every level and across each functional area within the organization.
- Serve as an advocate for the development team and program.

## CANDIDATE QUALIFICATIONS

---

The ideal candidate should meet the following criteria:

### **Experience**

- Demonstrated track record of accomplishment in a development leadership role.
- Credibility in the field—a history of success building a vibrant major gift-focused fundraising program.
- An understanding of the unique role of a community foundation and NYWF’s specific focus on social justice and empowering women.
- A genuine commitment to diversity, equity, inclusion, and access (ideally having specific experience in anti-racism work).
- Able to foster and maximize an environment that includes a broad range of opinions and points of view.
- Demonstrated success working as a strategic partner to a CEO.
- Ability to work with an engaged and passionate board.
- Proven success as a front-line major gift solicitor.
- Familiar with the entire range of development approaches, from individual giving to corporate and foundation support, special events, and digital fundraising.
- An understanding of trends and best practice in the field and the ability to institute those practices and motivate others to follow them. Current with both established and emerging tactics in fundraising, including digital and social media.
- Hands-on knowledge of integrating and applying database functions to departmental operations, reporting, and tracking progress.
- Persuasive communication and presentation skills; a high value is placed on the ability to articulate NYWF’s mission in compelling formats to diverse audiences; a strong storyteller.
- Track record as an innovator and a builder, having successfully identified and secured new sources of funding through traditional and nontraditional approaches.
- Ideally, experience diversifying the donor base to include donors from historically underrepresented groups.
- Excellent organizational, time-management and follow-up skills.
- Knowledge of the New York City business, government, and philanthropic communities.
- Expertise in managing budgets and fundraising data.
- Substantial staff leadership and mentoring experience.
- Creative problem solver.

### **Personal Qualities**

- Genuine commitment to the Foundation’s mission and vision for the future.
- Cultural sensitivity.
- Able to thrive in a diverse, collaborative, and inclusive environment.
- Charismatic, vibrant personality with a strong “EQ.”
- Solid relationship building skills.
- Approachable and engaging.
- Exceptional judgment and integrity.
- Confident and self-assured.
- Positive, energetic, “can do” spirit.

- First-rate human relations skills and engaging personal style; able to motivate and inspire others.

**Education**

- Bachelor’s degree or equivalent is required.

**COMPENSATION**

---

Compensation will be competitive and commensurate with experience and accomplishments.

**CONTACT**

---

Nominations and expressions of interest will be held in confidence and may be sent to:

**Esther Rosenberg or Patty Greco  
Co-Managing Directors  
Howe-Lewis International  
(212) 697-5000**



To apply, please [click here](#) (or visit howe-lewis.com and click on the “Assignments” tab on the top menu.) All expressions of interest will be held in confidence.