

Director of Development (Hybrid)

About the Supportive Housing Network of New York

The Supportive Housing Network of New York represents more than 200 nonprofit organizations that operate over 60,000 units of supportive housing across New York State. The Network uses advocacy, public education, training, technical assistance, research, and policy analysis to sustain and expand supportive housing – affordable housing with voluntary services for formerly homeless people with disabilities and special needs. The Network identifies and shares best practices that continually improve the model's effectiveness and, most importantly, encourages the creation of enough supportive housing to end homelessness among New Yorkers.

Position Overview

The Director of Development will work with the Executive Director to establish and advance a comprehensive vision for the organization's fundraising, membership engagement and communication strategy. This is a highly visible position requiring a strategic thinker, relationship builder who is passionate about housing and homelessness issues and able to work effectively across sectors with donors, nonprofit and corporate members, board members, government agencies and elected officials.

The Director of Development will join the Engagement & Communications team, reporting to the Executive Director and supervising the Fundraising Consultant. This is a hybrid position based in NYC with frequent travel throughout NYC and occasional travel across the state.

Key Responsibilities

Fundraising & Events

- Design and implement a measurable fundraising strategy to achieve the Network's short- and long-term financial goals
- Build and manage a portfolio of major donors, conducting research to identify opportunities for new funding and developing a vision and strategy for individual giving
- Develop and manage fundraising campaigns, such as Giving Tuesday and the year-end giving
- Work with the ED to manage and implement donor recognition strategies
- Coordinate with staff on the creation of grant proposals, LOIs, budgets and other donor reports
- Lead internal Program and Fund Development meetings, informing staff of fundraising updates, opportunities, donor deadlines and deliverables, etc.
- Supervise Fundraising Consultant, leading weekly check ins and ensuring timely submission of proposals, deliverables and reporting, etc.
- Oversee fundraising for the Annual Conference and Gala – managing the fundraising committees, leading outreach to potential sponsors and attendees, acting as liaison between the Network and sponsors and tracking incoming sponsorships and high-volume ticket purchases
- Oversee event logistics – coordinating with venues on event dates, contract execution, space and AV management, as well as managing the creation of journals, programs and media, signage, securing speakers for Annual Meeting, acting as point of contact for special guests, working with vendors, etc.
- Support the planning and execution of Conference workshop panels
- Assist with other fundraising and event related tasks as they arise

Engagement & Communications

- Work with Executive Director and Strategic Planning Consultant to develop the Network's three-year strategic plan – examining vision, board engagement and membership

- Support the Executive Director in managing preparation for board meetings and supporting the board nomination process - managing the nomination committee, solicitation, application review, interviews, selections and onboarding
- Execute the creation of the Annual Report highlighting the Network's impact, membership, financials, etc.
- Work with staff and the Network's PR consultant to assist in shaping and telling the story of the Network's impact
- Increase Network visibility and social media presence, ensuring that all posts are well organized, mission-driven and engaging
- Support redesign of the Network's organizational website
- Draft all membership and event solicitation and thank you letters
- Contribute content for the Network newsletter, email blasts, social media and manage contact lists, etc.
- Copyedit relevant external communications before they are released, such as the newsletters, email blasts, etc.
- Attend conferences, galas, rallies, groundbreakings, openings, ribbon cuttings, and other member-related events to represent the Network
- Support efforts to promote DEIAB within the organization and supportive housing community
- Assist with other engagement & communications related tasks as they arise

Skills & Qualifications

- Demonstrated knowledge of and passion for the Network's mission
- 10+ years of experience in full-cycle donor acquisition, as well as successfully creating and implementing fundraising initiatives
- Ability to clearly articulate the Network's mission and cases for support to inspire funding
- Experience operationalizing a strategic vision
- Ability and political savvy to build and sustain relationships with many constituencies
- Prior experience managing event logistics preferred
- Experience in planning, writing, editing, and producing press releases and annual reports a plus
- Experience developing, implementing, and analyzing social media metrics a plus
- Must be detail-oriented and possess excellent research and writing skills
- Creative, strategic thinker with excellent organizational and project management skills
- Ability to work on multiple projects simultaneously and prioritize tasks and responsibilities
- Ability to work independently, maintaining self-motivation
- Ability to travel to meet with donors and attend events
- Proficient in MS Office and navigating the internet and electronic communications
- Ability to use the Network's Salesforce database once provided training to do so

Compensation & Benefits

- Salary: \$125,000
- 100% employer covered medical, dental, vision and life insurance
- 403b retirement plan with employer contribution after 12 months of employment
- Flexible hybrid work schedule with usual in office days on Tuesdays & Thursdays
- Generous PTO & winter holiday office closure
- Office closes at 1pm on Fridays

How to Apply

Send resume and cover letter to jobs@shnny.org. Please include "Director of Development" in the subject line of your email. No phone calls, please.

Equal Opportunity Employer

The Network is an equal opportunity employer. No individual will be discriminated against on the basis of race, color, age, gender, sex, genetics, sexual orientation, creed, religion, national origin, citizenship status, disability status, protected veteran status, political or union affiliation, or marital status. This policy applies to all terms and conditions of employment including recruitment, hiring, placement, compensation, benefits, leaves of absence, training and apprenticeship, employee development, promotion, demotion, transfer, lay-off, recall and termination.

The Network is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our employees are the most valuable assets we have as an organization. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression and unique talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and achievements as well.