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NYCAUDUBON.ORG



@NYCAUDUBON

## DIRECTOR OF DEVELOPMENT

New York City Audubon seeks a motivated and experienced Director of Development to lead the organization's fundraising. The Director of Development holds primary responsibility for all aspects of fundraising and membership, including supervision of staff and volunteers supporting this area, to further NYC Audubon's work to champion nature in the City's five boroughs through engaging programs and innovative conservation initiatives.

### About NYC Audubon

Founded in 1979, NYC Audubon works for the protection of wild birds and habitat in the five boroughs, improving the quality of life for all New Yorkers. NYC Audubon's conservation and science activities, education and public programs, and advocacy and outreach efforts on behalf of urban and migrating birds and wildlife are more critical than ever due to climate change effects and the devastating, steady loss of the natural environment in the City over many decades. NYC Audubon is a grassroots membership-based organization that is independent from but affiliates as an urban chapter of the National Audubon Society.

A tight-knit team of 14 staff, with the support of over 200 volunteers, NYC Audubon serves a diverse community of nearly 8,000 direct and National-affiliated members and the people who live and work in America's largest urban center. We believe all people have the right to a close connection to the natural world and the right to a healthy environment, and are committed to building an equitable, diverse, inclusive, and accessible organization.

### NYC Audubon's Commitment to Equity, Diversity, Inclusion, and Accessibility

NYC Audubon believes all people have the right to a close connection to the natural world and the right to a healthy environment. Preserving our environment is only possible if we all feel that connection. We recognize that inequities in our society are widespread and hinder access to nature. Only by embracing equity, diversity, inclusion, and accessibility as values and striving for them in practice will we begin to foster a love of nature in all people and inspire them to be active stewards of the environment. We further believe that to thrive as an organization and effectively advance our mission and vision, the diversity of New York City's people must be represented in, and welcomed into, our leadership, staff, and membership. The expertise, values, and perspectives of a diverse and inclusive organization are fundamental to expanding the reach and impact of our conservation, advocacy, and educational efforts. We commit to building an equitable, diverse, inclusive, and accessible NYC Audubon, dedicated to protecting nature for all of New York City's people and its wild birds.

### The Position

Reporting to the Executive Director, the Director of Development (DoD) leads the staff and board in defining and implementing fundraising objectives to secure approximately \$1.5 million in contributed and membership income annually. This is an exciting role for a candidate eager to take the next step in their career, with responsibility for all aspects of foundation, corporate, government, and individual fundraising and donor stewardship, in addition to maintaining robust patron, membership, and fledgling planned giving programs.

The DoD manages cultivation, members-only, and special events, including the annual Fall Roost dinner-and-auction benefit and a spring luncheon. They supervise a team that is

responsible for a range of written materials and online content, including grant proposals and reports, appeals and correspondence, and event invitations. In partnership with the Executive Director, the DoD sets a strategic fundraising plan, prepares development budgets and projections, and tracks and reports contributed income.

The DoD serves as primary liaison to several committees of the Board of Directors and works with the Board and Advisory Council on growing fundraising support. The position supervises and manages two direct reports—a senior development associate focused on membership and an institutional giving manager—and interfaces with several consultants and vendors.

### **Required Qualifications**

The ideal DoD candidate has a demonstrated record of understanding institutional priorities, and experience fundraising for the entirety of a small organization or a discrete division of a large organization. They are a generalist with familiarity in all aspects of basic fundraising including experience with annual campaigns, events, membership, grant writing and reporting, prospecting, and solicitation from individual, foundation, corporate and government agency sources.

The DoD should have a proven ability to take initiative while exercising diplomacy and sound judgment in a dynamic work environment. Additionally, NYC Audubon seeks a flexible and adaptable staff partner who can work collaboratively and is able to adjust to the daily needs and activities of a small organization.

### *Desired Skills & Experience*

- Bachelor's degree preferred
- At least 10 years of professional history, with a minimum of 5 years of progressive fundraising experience, preferably in New York City
- Experience managing staff direct reports
- Track record of securing new revenue from a range of funders
- Exceptional communication skills, both written and verbal
- Superb organizational skills, with ability to manage multiple projects at once while maintaining attention to detail
- Strong analytic abilities, with an aptitude for setting a strategic fundraising plan, forecasting, and budgeting
- Ability to travel and work across all five boroughs, including familiarity with the City's geography and natural areas, and an interest in engaging with its diverse communities
- Experience and comfort working effectively with people of varied backgrounds, and commitment to engaging a diverse range of supporters
- Demonstrated interest in environmental conservation; experience in wildlife/habitat preservation desired
- Proficiency with Microsoft Office and Google Suite and comfort with donor databases required; experience with Neon CRM a plus

### **Job Details**

This is a full-time position, working primarily in-person in the office (as COVID safety allows). The Director of Development should be comfortable engaging with the public, periodically working offsite, and able to work some weekends and evening hours. NYC Audubon offers competitive compensation and a full benefits package.

All NYC Audubon employees must be fully vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or medical necessity. If you are offered employment, this requirement must be met by your date of hire, unless an accommodation for exemption is received and approved.

**To Apply**

Send resume and cover letter in PDF to [jobs@nycaudubon.org](mailto:jobs@nycaudubon.org), with “Director of Development” in the subject line. No calls, please.

*New York City Audubon provides equal employment and advancement opportunities to all qualified employees and applicants for employment regardless of their race, color, religion, sex, sexual orientation, age, national origin, physical or mental disability, veteran status, pregnancy, military or military reserve obligations, or any other class or status protected by law.*