



*Building Community.  
Empowering Families.*

Position: Director of Development  
Education: Bachelors Degree or Masters Degree  
Salary: Commensurate with experience  
Location: New York, NY, 10029, United States  
Posted by: LSA Family Health Service  
Job Category: Fundraising & Development  
Language(s): English, Spanish a plus  
Job posted on: October 17, 2011  
Area of Focus: Health, Multi-Service Community Agency  
Type: Full-time with benefits  
Last day to apply: TBA

### **Agency Description**

For over fifty years, LSA Family Health Service has been serving the East Harlem community, providing families with a variety of programs at our center and in their homes. Our work is based upon a profound belief in the strength of families. When LSA opened in 1958, its primary focus was on providing skilled nursing care to poor families in their own homes. Today, we offer a broad range of integrated health care, social service, education, early childhood development, advocacy and crisis counseling services to thousands of the most vulnerable families in East Harlem.

The success of LSA's approach is rooted in our unchanging commitment to working with the poorest families who have the least access to the basic necessities of life, never turning away a family or individual because of an inability to pay. We currently employ 58 full-time and 10 part-time staff, and have several full-time and over 30 part-time volunteers. Our annual budget is approximately \$4.9 million.

### **Job Description**

LSA is seeking a dynamic and creative Director of Development to bring our fundraising strategy and marketing efforts to the next level. Over the past six years, the agency's development department has worked intensively to create new and compelling ways of telling LSA's story in wide range of formats, build individual giving, and leverage our strategic partnerships. We are looking for a proven development professional with drive, vision and the ability to bring creative ideas and new skills to our goals of raising revenue and visibility.

The Director of Development will manage all aspects of LSA's individual, foundation, corporate and government fundraising. He/she will also oversee the agency's marketing, public relations and communications efforts, and will strategically cultivate and enhance relationships with the agency's volunteers and in-kind donors. The Director of Development will work closely with the organization's staff and board of directors to identify funding needs and develop compelling requests.

**Reporting to the Executive Director**, the Director of Development will have:

- At least 7-10 years proven experience in fundraising
- A strong background in individual donor cultivation and foundation and government grants
- Experience in working with program staff and board members to create fundraising strategies and cultivate new donors
- Ability to set and meet fundraising goals, manage a small staff, multiple tasks and deadlines
- Superior organizational, interpersonal and communication skills; demonstrated experience of written and oral presentation skills
- Direct experience in managing events, online and print communications a plus
- B.A. degree required / M.A. degree preferred
- Bi-lingual Spanish/English skills highly desirable



**Little Sisters of the Assumption Family Health Service, Inc.**

333 East 115th Street, New York, NY 10029

phone 646 672 5200 [www.littlesistersfamily.org](http://www.littlesistersfamily.org)

### **Responsibilities include:**

- Collaborate with Executive Director, Development Staff and Program Directors in seeking new and managing ongoing funding sources
- Work with Financial Director to identify funding needs and develop compelling proposals
- Work with Institutional Giving Manager on all aspects of foundation, corporate and government grants and reporting
- Work with Individual Giving Manager to engage and communicate effectively with all individual donors at all levers; with a special emphasis on building the agency's major gifts program
- Work with Communications Director on newsletters, annual reports, e-newsletters, updates to website and social media efforts; collaborate on outreach to media and responses to all media inquiries
- Work with Program Performance Analyst to incorporate agency-wide program tracking and metrics analysis into marketing materials, fundraising proposals and event messaging
- Collaborate with Director of Volunteering and program staff to strategically cultivate and enhance relationships with the agency's volunteers, in-kind donors and program partners
- Meet regularly with the board's development committee to assist in the planning and executing of special events, including the annual gala
- Develop a working list of potential major donors and create a solicitation plan for each; and host various cultivation receptions with potential major donors and funders
- Participate in meetings with prospective new donors, individual donors and foundation representatives
- Coordinate and manage unpaid volunteers and interns in their work of development projects
- Develop and manage departmental budget

Salary commensurate with experience and a competitive benefits package is included.

### **How to Apply**

If your background and interests fit this position, please send the following to: [gcarter@lsafhs.org](mailto:gcarter@lsafhs.org)

- resume**
- cover letter expressing your qualifications and accomplishments**
- one writing sample**
- salary requirements**

All attachments should be in Word or PDF.

No phone calls, please.

LSA values diversity and is an equal opportunity employer.

### **For More Information**

visit our web site at: [www.littlesistersfamily.org](http://www.littlesistersfamily.org)

visit our YouTube page at: [www.youtube.com/lsafhs](http://www.youtube.com/lsafhs)