

**Development Manager  
Job Description**

**About Us**

RSS is a nonprofit agency that champions older adults and their families. For 50 fabulous years, we have responded to the changing needs and interests of the vital, diverse senior population of the Northwest Bronx. RSS helps give community members the opportunity to live their best, happiest and healthiest lives. In addition to a daily delicious lunch, RSS' s Center for Ageless Living offers a full range of exercise, cultural, health management and social programs, as well as a wide array of social and behavioral health services.

RSS is at an exciting moment in our organizational history! Over the next three years, our staff and board will implement a capacity-building roadmap that 1) assesses where we are and where we would like to go operationally, 2) strengthens all functional areas, 3) builds foundational capacities to grow in strategic directions that are likely to evolve, 4) and prepare the organization for sustained executive leadership.

Ours is a changing environment that requires adaptability, collaboration, and a development manager who is passionate about our mission.

**Role**

RSS is seeking an experienced and driven nonprofit professional to serve as Development Manager (full-time, hybrid one day a week). The Manager of Development will report to the Interim Executive Director and work closely with the Director of Communications and Programs and Deputy Director to grow RSS’s revenue, manage the administration of all fundraising efforts, and ensure donor communications are aligned with development goals.

**Responsibilities**

**Development:**

* Work with the Director of Communications & Programs, Interim Executive Director, and Board of Directors to develop, implement, and manage a comprehensive annual and multi-year fundraising plan for the organization that drives revenue growth and advances organizational objectives
* Develop new strategies to increase philanthropic support from individual donors, including providing fundraising support to RSS’s Board
* Identify, qualify, and prioritize individual, institutional, and local government funding prospects through research, screening, and possibly discovery meetings
* Plans and executes (with the Board Fundraising Committee) annual celebration
* Spearhead the implementation of the organization’s major gifts program, collaborating with the ED and board members, cultivating and steward major donors and prospects with a giving capacity of $10K+
* Collaborate with the programs team to identify annual program’s goals and necessary development support, develop compelling fundraising proposals and informational materials for individual and institutional donors
* Collaborate with the programs team on a plan to increase program revenue
* Identify potential corporate sponsors for major RSS events and initiatives
* Regularly research current philanthropic trends and potential new prospects to propose new avenues for giving

**Administration:**

* Responsible for administering RSS’s CRM (Bloomerang) to ensure that all donor data and reporting is accurate and safe
* Work with the Director of Communication and the Interim Executive Director on maximizing efficient workflow and Bloomerang for RSS’s fundraising efforts
* Work with the Interim Executive Director and Leadership Team to prepare, edit, and submit funding outlines, proposals, presentations, and reports; collaborate with Program staff to gather relevant content for these materials; and maintain a calendar of, and adhere to, time-sensitive deadlines
* Create monthly and quarterly development reports across multiple funding sources showing revenue against projections
* Maintain positive relationships with current and potential grantors and donors
* Execute individual giving campaigns, building on current and past relationships
* Coordinate and execute external development communications, including donor correspondence, appeals, and gift acknowledgements
* Coordinate and collaborate on internal development communications, including grant reporting and budgeting
* Implement organizational policies, procedures, and internal controls for fundraising to ensure effective compliance with state, federal, and donor/partner/sponsor requirements

**Communications Management:**

* Create a communication plan for the acquisition and retention of individual donors
* Oversee development-related communications and track engagement
* Work with the Communications & Programs Director to launch marketing campaigns, media placement (free and paid) to gain new supporters, and boost event attendance
* Ensure website and digital communications are up to date with relevant information for donors

**Qualifications**

* Bachelor’s degree required
* Minimum three years of experience in development in a nonprofit setting
* Experience with CRM systems, preferably Bloomerang or DonorPerfect
* Proven track record of raising funds from individual donors, foundations, and government sources
* Demonstrated ability in planning and analytics to drive measurable results
* Ability to manage projects independently, and as part of a team
* Experience in individual fundraising, including major gifts and implementing and improving giving campaigns
* Knowledge of standard nonprofit fundraising protocols and reporting requirements
* Experience in maintaining accurate records and preparing clear and accurate reporting for informational, auditing, and operational use
* Experience interpreting, negotiating, and finalizing contracts, especially sponsorship agreements

**Key Characteristics**

* Love of the older adult community
* Highly collaborative and active listener
* Empathetic and people-oriented
* Excellent verbal and written communication skills
* Demonstrate a strong detail orientation and accuracy
* ability to prioritize and problem-solve, focusing resources on revenue growth
* Execute all work in a highly organized, analytical, and data-driven manner
* Ability to maintain positive, collaborative, and productive relationships with supporters and colleagues

**Salary and Benefits**

Annual salary of $80,000-90,000, commensurate with experience and qualifications.

Full-time exempt position with benefits, upon eligibility, employer-sponsored medical and dental insurance, retirement (after one year of employment), and generous PTO.

**Application Information**

Only candidates interested in full-time, hybrid employment with 4 days/week on-site in Riverdale (1 day/week remote) should apply. Send a cover letter and resume to jobs@rssny.org. Only candidates invited to an interview will be contacted. No phone calls, please.

*RSS is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to all employment actions, including, but not limited to, recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.*