

Christodora: Nature, Learning Leadership Manager of Development and Communications

October 2018

Overview:

Since 1897, **Christodora: Nature, Learning, Leadership** has been helping New York City youth from under-resourced communities flourish and succeed, in recent decades through a focus on building leadership skills and academic success through an awareness and understanding of the natural environment. Christodora engages up to 3000 students each year through its interconnected, experiential environmental science and wilderness programs-- in NYC public school classrooms, in weekend urban ecology and community service programs, at its Manice Education Center in a remote corner of the Berkshire Mountains, and through partnerships with distinguished institutions providing opportunities for advanced study. For more information about Christodora, please visit the website at <http://www.christodora.org/>

Christodora has been a leader in developing and implementing best-practice outcomes measurement for youth development programs, in collaboration with a national research organization. Our metrics are exceptionally strong across the board, with statistically significant gains in all key areas that predict our students' long-term success, and high satisfaction levels of school partners, families and students. Building on our current strength, Christodora's board and staff are engaging in a process to define goals for strategic program development.

Christodora's year-round staff of 8 includes an Executive Director, Program Director, Finance and Administration Coordinator, Environmental Education and Outreach Coordinator and 4 environmental educators. Up to 20 additional program and support staff members are seasonal and/or part-time. Christodora's intern program provides valuable educational opportunities for high school through graduate students, and 50% of Christodora's student-servicing program staff are alumni of Christodora programs. Christodora's board of directors is both active and personally generous. The organization's annual operating budget of \$1.1 million (\$810k annual fundraising revenue target, including program service revenue) is complemented by a healthy unrestricted investment portfolio.

Position Overview

Christodora: Nature, Learning, Leadership is seeking an outstanding professional with a proven track record in fundraising and a commitment to youth to serve as the founding Manager of Development and Communications. Reporting to the Executive Director, the Manager will work across all income areas to manage the execution of fundraising and communications strategy for Christodora.

He or she must be a highly energetic, smart, collaborative, flexible project manager who can build long-term support for the organization. This position is for the person who truly enjoys wearing different hats and using (and expanding) all of his/her skills! Working closely with the Executive Director, board and other staff, the Manager will both contribute to strategic fundraising leadership and ensure excellence in execution— including foundation and corporate fundraising, grant and report writing, social media and other corporate communications, direct mail campaigns and assisting with special events including the annual gala.

In taking the lead on most operational aspects of fundraising and communications, the Manager will ensure scalable infrastructure for funder cultivation and solicitation, prospect research, and gift processing/Salesforce.com administration (the latter in collaboration with Admin staff and interns.) The Manager will enable Christodora to procure more institutional giving, while building on long-standing individual donor relationships.

The ideal candidate will be an exceptional writer and storyteller who can translate Christodora's work and impact into compelling talking points and collateral and who will interact effectively with Christodora's

Christodora: Nature, Learning Leadership Manager of Development and Communications

diverse supporters and constituents. This is a unique opportunity for a creative, entrepreneurial and detail-oriented professional to play a major role in helping change the trajectory of young lives.

Specific Responsibilities

Institutional Fundraising:

- Research individual, corporate, family, and institutional foundation grant opportunities as well as potential major gift donors, analyzing funders for fit and suggesting next steps to the Executive Director and Development Committee.
- Write grant proposals, reports, letters of inquiry and briefing materials for meetings and site visits. Cultivate and manage relationships with program officers
- Take responsibility for internal calendar and schedule to ensure timely submission of proposals, renewals and reports to foundations and corporate partners. Track progress and report quarterly on progress toward fundraising goals.

Communications:

- Assist in creating and implementing annual development and communications plan, including identification, solicitation, cultivation and stewardship strategies.
- Create annual report and update (or supervise update of) newsletter/social media/website, telling the story of our mission and metrics. Oversee standards for communications material across all media.
- Develop, oversee and grow the reach of public relations engagements and activities for key media, donor, community and brand or cause-marketing partnerships.

Other Development Activities:

- Work collaboratively with Christodora support staff to ensure timely updates and accuracy in the donor and prospect database (Salesforce CRM) to support gift solicitation and acknowledgment processes.
- Support the planning and execution of organization-wide and development team initiatives and events including the annual fall gala. Includes occasional weeknight or weekend events.
- Working collaboratively with Christodora staff, support engagement with special constituencies such as young professional and alumni boards.

Qualifications

- Commitment to Christodora's mission, vision and strategic direction.
- 3+ years' experience in grant writing and/or development, preferably with a youth-serving nonprofit.
- Proven success working independently and with a small team to achieve significant revenue targets and cultivate donor and foundation/corporate relationships, including experience in successful solicitation of institutional gifts.
- Superior verbal, written and interpersonal skills to appeal successfully to a variety of constituencies. Ability to be persuasive, clear and concise in all settings, while maintaining a customer-service orientation.
- High level of personal productivity with demonstrated follow-through and success in self-management of multiple and simultaneous projects
- Knowledge of local development opportunities and funding calendars
- Sharp analytical skills; can figure out the inputs that lead to desired outputs, figure out what's missing, what's superfluous, and how to do it better; proven ability to improve existing systems
- Exceptional project management skills, including resiliency and realistic optimism when articulating challenges and ability to use a solutions-based, collaborative approach to drive change
- Familiarity with social media; experience in managing photo/video inventory and creating content for various platforms
- Strong contributor in team environments to help strengthen internal communications, collaborations, and organizational culture

Christodora: Nature, Learning Leadership Manager of Development and Communications

- Quick learner, open to feedback, who demonstrates an eagerness to continually strengthen understanding of Christodora's work, impact, successes, and challenges
 - Flexibility to effectively manage changing priorities and new opportunities
 - Proficiency in customer relationship management database required; Salesforce preferred
 - Event management experience a plus
 - Graphic design abilities a plus
 - Bachelor's degree from an accredited four-year college or university; advanced degree preferred
 - Employment is contingent upon the completion of a satisfactory criminal background check
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Compensation & Benefits

- Salary range \$55K to \$65K
 - 3 weeks paid annual vacation and 10 paid holidays
 - Employer-funded medical and dental coverage
 - 403(b) plan
 - A commitment to opportunities for professional development and growth
 - Opportunities to enjoy nature with our students and annual trip to our camp!
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How to Apply

Please send a resume and cover letter to employment@christodora.org. Cover letter should be in the body of the email and subject line should read "Development- [Lastname]" A writing sample would be very helpful. Applications will be considered on a rolling basis, so it is in candidates' best interest to apply as soon as possible. No phone inquiries, please.

Christodora is an Equal Opportunity Employer