

Christodora: Nature, Learning Leadership Development Manager

SPRING 2019

Organization Overview

Since 1897, **Christodora: Nature, Learning, Leadership** has been helping New York City youth from under-resourced communities flourish and succeed. In recent decades, we have achieved our mission by building leadership skills and academic success through an awareness and understanding of the natural environment. Christodora engages up to 3,000 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 campsite in the Berkshire Mountains, and through partnerships with distinguished institutions providing opportunities for advanced study. For more information about Christodora, please visit our website <http://www.christodora.org/>

Christodora has been a leader in developing and implementing best-practice outcomes measurement for youth development programs, and was recognized in 2018 with the "HI Impact" Award from a national research organization. Our metrics are exceptionally strong, with statistically significant gains in all key areas of social emotional learning that predict our students' long-term success, as well as high satisfaction levels among school partners, families and students. Building on our current strengths, Christodora's board and staff are engaged now in a process of strategic program development and investment in additional staff to support our growth.

Christodora's year-round staff of nine includes an Executive Director, Program Director, Finance and Administration Coordinator, Program Manager, Environmental Education and Outreach Coordinator and four environmental educators. Approximately 20 additional program and support staff members are seasonal and/or part-time. Christodora's intern program provides valuable educational opportunities for student, from high school through graduate school, 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 \$1.2 million (\$860k 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 institutional fundraising and a commitment to youth to serve as the founding Development Manager. Reporting to the Executive Director, the Development Manager will work across all income areas to manage the execution of fundraising and communications strategy for Christodora. With primary focus on foundation and corporate fundraising (including grant/report writing and corporate partnerships), the Manager will also help to shape overall communications strategy and assist with special events including the annual gala. The Manager will enable Christodora to procure more institutional funding, while building on long-standing individual donor relationships and successes in recent years that have dramatically increased the base of individual donors.

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 will interact effectively with Christodora's diverse supporters and constituents. *This is a unique growth opportunity for a creative, entrepreneurial and detail-oriented fundraising professional to build on their strong grant-writing skills and play a major role in helping to change the trajectory of young lives.*

This position requires a highly energetic, smart, collaborative, flexible project manager who can build long-term support for the organization. *To be successful in the role of Development Manager, you must truly enjoy wearing different hats and using (and expanding) all of your skills.* Working closely with the Executive Director, the board and staff, the Manager will both contribute to strategic fundraising leadership and ensure excellence in execution.

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Specific Responsibilities

Fundraising:

- Research institutional, corporate, and family foundation grant opportunities as well as potential major gift donors, analyzing funders for synergy with our mission and suggesting next steps to the Executive Director and Development Committee. (Building on existing spreadsheets and institutional relationships)
- Write grant proposals, reports, letters of inquiry and briefing materials for meetings and site visits. Cultivate and manage relationships with corporate and private foundation program officers.
- Manage internal grants and funding calendars and schedules 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/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 materials.
- Help create public relations engagements for media, community and brand or cause-marketing partnerships.

Other Development Activities—working collaboratively with Christodora management and support staff:

- 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.
- 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 development, grantwriting and donor communications, 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; ability to synthesize information; create efficiencies within processes and improve existing systems
- Exceptional project management skills, including resiliency and realistic optimism when articulating challenges and possess 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 multi-channel platforms
- Strong contributor in team environments to help strengthen internal communications, collaborations, and organizational culture
- Quick learner who is open to feedback; demonstrates an eagerness to continually strengthen understanding of Christodora's work, impact, successes and challenges
- Flexibility to effectively manage changing priorities and new opportunities

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- 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 \$60,000-\$70,000
 - 3 weeks paid annual vacation and 10 paid holidays
 - 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 cover letter in the BODY of an email and attach a resume, addressed employment@christodora.org. Subject line should read "Development- [Lastname]"

Also: A writing sample would be very helpful.

Applications will be considered on a rolling basis, so it is in candidates' best interest to apply for this position as soon as possible. No phone inquiries, please.

Christodora is an Equal Opportunity Employer