

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Director of Development and Communications  
**Department:** Development  
**Reports to:** Executive Director  
**Hours:** Full-Time

### **Position Summary:**

The Director of Development and Communications oversees the agency's Development Department, a team of five people, which is responsible for: (1) all phases of private fundraising, including foundations, corporations, individuals, special events and direct appeals; (2) responding to government requests for proposals and other public sector funding opportunities; (3) resource development from volunteers, pro bono and in-kind supporters; and (4) all agency publications, online communications, marketing and media relations. The Director of Development and Communications works closely with the Executive Director, Executive Staff, Associate Director of Development and Communications, Board of Directors and outside consultants to raise the funding necessary to help Union Settlement grow and invest in existing and new programming, all aimed at increasing the opportunities and successes of the residents of East Harlem. The Director of Development and Communications is the chief fundraising strategist for the agency, reports to the Executive Director, and is a member of the executive management team of the agency.

### **Responsibilities:**

- Develop the overall fundraising and public relations goals and strategies for Union Settlement.
- Research, identify, and cultivate foundations, corporations, civic and religious organizations, and individuals, including major donors.
- Plan and coordinate special events and fundraising activities for the agency, including identifying event leadership and working with Board Members and others to recruit sponsors, vendors, supporters and guests.
- Oversee donor and foundation records/database, stewardship activities and cultivation.
- Strengthen ties with existing supporters, re-connect with former supporters, and develop effective strategies for identifying and soliciting new donors.
- Supervise and collaborate with the Associate Director in the formulation and implementation of a communications/branding/marketing plan for the agency – including press releases, brochures, website, social media, annual reports, and the generation of news articles – all

designed to raise the profile of Union Settlement, position the agency as a leader, and help attract both donors and individuals in need of our services.

- Oversee the agency's major donor and planned giving programs.
- Over time, develop new initiatives such as an endowment campaign.
- Oversee corporate partnerships and volunteer activities including recruitment, placement, orientation, and assessment.
- Oversee Development Department support staff and consultants, including managing the Development Department budget.
- Work with members of the Board of Directors, Advisory Council and others to identify prospects and develop individualized giving plans and tasks for each member.
- Defining, measuring and tracking Development Department performance metrics
- Ensuring that Development Department staff receive appropriate training and professional development
- Attend meetings of the Board of Directors, several Board Committees and Senior Staff.
- Additional projects and duties as assigned by the Executive Director.

**Qualifications:**

- A deep appreciation for the Union Settlement's mission and the importance of its work, and an ability to eloquently articulate the agency's goals, vision and work.
- At least 7 years of development experience.
- A comprehensive knowledge of all key fundraising functions and strategies.
- Demonstrated success in planning and executing major fundraising events and campaigns, including attracting and maintaining major gifts from individuals and institutions.
- Experience working closely with Board members to enhance and leverage the agency's fundraising activities
- Ability to lead and motivate staff, build teamwork and create a culture of collaboration
- A track record of effective organizational communication and media relations, including garnering print, broadcast and online coverage
- Unquestioned personal and professional integrity.
- Innovative and analytic problem-solving abilities.
- A dedicated work ethic, including a desire to be a hands-on team member.
- Superior organizational and writing skills.
- Excellent interpersonal skills.
- Excellent computer and time management skills.
- A strong desire to help improve the lives of the residents of the East Harlem community.
- Ability to communicate in Spanish a plus.

**To Apply:**

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Director of Development in subject of e-mail.

Submissions without salary requirements will not be considered.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**