



# **FUTURES AND OPTIONS**

The Future is in Your Hands

## **DIRECTOR OF INDIVIDUAL GIVING AND SPECIAL EVENTS JOB DESCRIPTION**

Since 1995, Futures and Options has empowered New York City's youth, particularly youth of color and students in historically underrepresented communities, to access hands-on career development and paid internship opportunities. By linking students to paid internships with myriad employers, cultivating mentorships, and connecting young people to career-readiness training and career exploration activities, Futures and Options is breaking down barriers, creating pipelines to diverse workforces, and is helping our City's youth gain confidence to realize their potential.

Our flagship programs include:

- **The Internship Program** provides paid, mentored internships and career development workshops to high school students age 16 to 19 years old. Students acquire hands-on professional experience, gaining entry to small businesses, nonprofits, government agencies and multinational corporations.
- **Career Essentials** is a 13-week curriculum geared towards high school freshman and sophomores that introduces students to the work world through workshops, career exploration activities, and industry field trips, and provides opportunities for students to practice and improve their interpersonal, communication, and other relevant work-related skills.

A leader in the youth career development field, Futures and Options is now poised to increase our fundraising capacity and organizational performance by adding an experienced fundraiser to our team. This is an exciting opportunity for a creative, results-driven professional to help ensure the fiscal sustainability and future growth of our organization.

### **Key Responsibilities**

**Reporting to the Executive Director, the Director of Individual Giving and Special Events will:**

- Develop, execute, and implement a fundraising strategy for the organization that incorporates individual giving, fundraising events, and major gifts.
- Design new and execute existing donor engagement strategies to identify prospects and increase funding from current and lapsed donors.
- Oversee stewardship of individual donors, including arranging, strategizing, and participating in cultivation and solicitation meetings.
- Oversee the planning and execution of fundraising events, including our annual *Dream Big* gala, *A Toast to Brighter Futures*, and other events as appropriate.
- Design, facilitate, and implement the preparation of annual reports, sponsorship decks, fundraising strategic plans, and other organizational materials.
- Supervise and mentor the development team (currently Development/Communications manager and Development/Communications Assistant) to ensure that the team is healthy and performing to their greatest ability.

- Maintain and evaluate donor records in Salesforce; develop strategies to maximize Salesforce database in support of fundraising efforts.
- In collaboration with the Executive Director, engage Board of Directors and Advisory Council to meet critical financial and fundraising goals.
- Manage Board Development Committee, and collaborate with other Board Committees, including Marketing Committee.
- Create and maintain policies and procedures for development operations, including fundraising communications, prospect research, and gift acknowledgment and processing.
- Complete other tasks as needed for the successful operation and performance of our fundraising strategy and development team.

### **Qualifications**

#### **A successful candidate will:**

- Have 7+ years of increasing responsibility in a development role;
- Demonstrate success in meeting fundraising goals, generating new funding sources, and leading individual giving campaigns;
- Possess extensive knowledge of fundraising strategies and donor relations unique to the nonprofit sector;
- Have significant social media and communications experience;
- Demonstrate the capability to work at both a strategic level, and to manage and perform the day- to-day tasks associated with implementation of a robust development plan at a small organization;
- Possess excellent interpersonal, organizational skills, along with a superb attention to detail;
- Have exceptionally strong written and verbal communication skills;
- Demonstrate commitment to practices of diversity, equity and inclusion, and the ability to work and build trust across cultural differences;
- Be committed to the mission of Futures and Options;
- Have experience with donor management databases, such as Salesforce and Network for Good;
- Have a Bachelor's Degree.

**Salary & Benefits:** Salary will be commensurate with experience. Futures and Options offers generous benefits, including medical and dental insurance, transit pre-tax accounts, three weeks paid vacation, five personal days, paid sick leave, a commitment to work-life balance and ample professional development opportunities.

**How to Apply:** Please email resume and cover letter to [developmentjobs@futuresandoptions.org](mailto:developmentjobs@futuresandoptions.org). No phone calls please. Only those candidates selected for an interview will be contacted.

This position is temporarily remote; when the office re-opens, all employees will be expected to be physically present in the office approximately 2-3 days per week.

Futures and Options is an Equal Opportunity Employer and we are committed to an equitable and inclusive program and a diverse staff team. Candidates from diverse backgrounds are encouraged to apply.