



westchester residential opportunities

Since 1968

Saving homes, saving familiesSM

Job Title: Development Manager

Location: White Plains, NY

Salary: Full-Time \$75,000 - \$90,000 annually

Westchester Residential Opportunities (WRO) is a nonprofit organization located in White Plains, New York whose mission is to promote fair, affordable and accessible housing for all individuals in the lower Hudson Valley region.

The Development Manager is a full-time position in our White Plains office that will play an important role in helping the organization increase its funding from private sources and grow community engagement and awareness of WRO's programs and services. This position will provide operational and administrative leadership for the donor engagement and fund development efforts of the organization and is an ideal position for someone with broad skills in nonprofit development. Successful candidates will be personable and relationship-centered individuals with strong verbal and written communication skills.

DUTIES AND RESPONSIBILITIES

Reporting to the Executive Director and working closely with the Deputy Director, Board of Directors and its designated Committee(s), the Development Manager will be responsible for the following:

Donor Development & Fundraising:

- Work in partnership with the Executive Director, Deputy Director and Board to develop and execute comprehensive fundraising strategies aligned with organizational goals, including WRO's annual fundraising plan;
- Identify new mid-level and major gift donors (individual, corporate and foundational) with the goal of bringing them on board as recurring funders;
- Develop and execute donor stewardship activities, including acknowledgments, recognition, and reporting;
- Develop and execute a strategic communications plan to include regular email updates to WRO donors and other key constituencies, and develop other donor communiques and reports as needed;
- Ensure accurate and timely donor record keeping, gift processing, donor acknowledgments and list management to leverage opportunities to align constituent interest with program and development priorities, utilizing WRO's donor database (Bloomerang) and other resources;
- Lead corporate and foundation partnership development efforts;
- Oversee and manage annual fundraising events;
- Manage corporate and foundation proposal development, submission, tracking, and reporting;
- Work with staff across the organization to integrate communications, branding and programs into fundraising strategies and activities, as appropriate;



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- Oversee the production of WRO's annual report;
- Manage the strategy for WRO's social media, email communications and printed material development;
- Collaborate with finance and accounting teams to ensure accurate recording and reporting of fundraising revenue;
- Support grant-writing and management efforts, as needed

Community Engagement:

- Communicate the mission, vision, and work of WRO through representation of the organization at various internal and community-driven events;
- Represent WRO in community-based professional and trade organizations, conferences, and meetings with knowledge and professionalism

Qualifications:

- At least 4 years of professional experience related to development, nonprofit fundraising, and/or communications;
- Proven experience in donor relationship development and nonprofit fundraising;
- Knowledge of and experience with foundation and corporate philanthropic giving;
- Excellent organizational and interpersonal skills;
- Ability to work with people of diverse social and cultural backgrounds, including donors, colleagues within the organization and the population of people served;
- Experience with donor database management (Bloomerang preferred, but not required);
- Commitment to and passion for WRO's mission;
- Collegial, team-oriented working style with a willingness to share in both strategic thinking and administrative tasks;
- Consistent application of confidentiality, discretion, diplomacy and tact;
- Highly organized, detail-oriented, accurate, precise and capable of managing multiple priorities effectively;
- Positive attitude and a sense of humor;
- Self-starter who can work independently in a deadline-driven environment to see projects through to completion;
- Ability to successfully manage multi-functional projects, priorities and timelines;
- Strong writer with demonstrated excellence in verbal and written communications;
- Experience using social media for promotional purposes;
- Intermediate to advanced skills in Microsoft Word, Excel, and PowerPoint; experience with Canva, Constant Contact, and graphic design tools & other fundraising software and tools a plus;
- Valid driver's license and access to a car, or willingness to commute by public transit throughout Westchester and neighboring counties;
- Flexibility with work schedule - position requires occasional evening and weekend work

How to Apply: Please email a resume, cover letter, and salary expectations, referencing Development Manager in the subject line to payroll@wroinc.org