

West Side Campaign Against Hunger

263 West 86th Street
New York, NY 10024
www.wscah.org

JOB TITLE: Director of Development and Communications

STATUS: Full Time

Organization Description: West Side Campaign Against Hunger (WSCAH) alleviate hunger by ensuring that all New Yorkers have access with dignity to a choice of healthy food and supportive services. West Side Campaign Against Hunger is one of the largest food pantries in New York City, providing over 1.7 million pounds of healthy food to hungry New Yorkers last year. In our 86th street market and at our mobile market customers can choose the food that is best for their families. We help stabilize families through access to benefits and community resources. In the last year, in addition to feeding more than 11,000 families, we enrolled 690 families in food stamps, 338 families in health insurance and found jobs for 111 people. Our current budget is approximately \$4.7M (\$2.9M operating expenses with additional \$1.8M donated food and services).

Position Description Summary: The Director of Development and Communications will lead the fundraising, donor engagement, and storytelling efforts for our organization. This dynamic leader will create and implement fundraising strategies to support our work with low-income New Yorkers. In partnership with the Executive Director (ED) and Board, he/she sustains existing funding sources and secures new funders (particularly individual, corporate and foundation). We seek a skilled professional with at least five years of significant experience in all aspects of nonprofit fundraising.

Essential Functions:

- **Development/Fundraising**
 - Develop and implement a yearly Fundraising and Communications Plan in conjunction with ED that helps WSCAH grow its efforts and tell its story to broader networks.
 - Build and extend out individual donor fundraising campaign in terms of increasing average gift per individual, number, and frequency.
 - Oversee the planning, execution, and growth of special events including the Fall Harvest Dinner, Spring Lunch, Turkey Drive, and smaller engagement activities.
 - Establish and maintain close working relationships with the ED and members of the Board of Directors (especially the Development Committee) to increase effectiveness in all fundraising activities and provide progress reports/help requests on a timely basis
 - Support Board of Directors, Advisory Board and New Supporter network to identify and solicit funding resources and utilize their network for organizational support and growth;
 - Support, prepare and strategically deploy the Executive Director to meet with key potential donors, both existing and new prospects;
 - Identify government grant opportunities and oversee the application process;
 - Identify, track, cultivate, and solicit corporate and foundation gifts;
 - Provide oversight and ownership of all fundraising data/systems in order to develop targeted strategies to reach constituents and maximize financial support for organization;
 - Ensure the accurate processing and acknowledgement of all donations;

- **Communications and outreach**
 - Represent WSCAH as a Senior Leader of organization at events, with government officials, with press, donors, and the greater WSCAH community
 - Manage a growing external communications effort via implementation of a focused, data-driven communications calendar, key stakeholder engagement, and continual testing of new models;
 - Provide direction for the continual evolution of digital communications channels including web sites, email marketing, social media marketing, and emerging mobile technologies – and advise on organizational use of corresponding analytics;
 - Oversee a growing volunteer program to ensure that partners are deeply engaged, fundraising goals are reached, and programs have the necessary volunteer support.
 - Support executive and program staff to communicate with media outlets effectively, as necessary;
 - Oversee the creation of all fundraising materials, including but not limited to appeals, customer stories, and annual reports as well as planning, overseeing, and implementing all donor communications across all distribution channels;

- **Management/Leadership**
 - Participate as a member of the Senior Leadership team and engage in organization decision-making.
 - Lead and foster a culture that promotes teamwork and professional growth in alignment with WSCAH's mission;
 - Manage, train, mentor and recruit (as needed) staff to ensure a knowledgeable, skilled, motivated and accountable external affairs team;

Qualifications

- Education and work experience: Bachelor's degree required. Five or more years of not-for-profit fundraising experience.
- Proven experience in initiating, developing and maintaining relationships with large network of individual donors.
- Mission driven individual with passion for WSCAH focus on DIGNITY, COMMUNITY and CHOICE for all.
- Energetic and enthusiastic attitude / Team Builder with an ability to roll up your sleeves and pitch in when needed
- Experience successfully managing fundraising events and drives.
- Excellent organizational skills. Ability to track progress and communicate results to key stakeholders on regular basis
- Excellent interpersonal skills. Ability to establish and maintain effective relationships with corporate and foundation representatives, civic and community leaders, churches and synagogues, as well as WSCAH management staff, employees, and clients.
- Strong experience leading external facing multi channel communications efforts.
- Excellent analytical skills, prose, and grant writing.
- Fluency in CRM/donor software, Excel and data analysis.

What We Offer:

- Help lead the growth of an innovative, front-line Anti Hunger organization and an opportunity to build on the solid foundation of 40 years of community based efforts
- Engaged and driven Executive Director who will partner with you in your development effort.
- Motivated and growing Board of Directors that will work hard to achieve our mission.
- Talented employees who are passionate about working together to create change.
- Compensation: highly competitive and commensurate with experience

A comprehensive benefit package that includes:

- Fully paid Medical, Dental, and Vision benefits for employee and entire family
- 403 B Retirement benefit w/organizational match after 1 year of employment
- Paid Holidays and PTO - Sick Days (10), and Vacation (20).

Interested? Please send your resume and cover letter to hr@wscach.org