

April 14, 2015

### **Director of Development**

MFY Legal Services, Inc. (MFY), a non-profit organization with an annual budget of approximately \$8 million that provides free civil legal services to low-income New Yorkers, is seeking a Director of Development. This position is responsible for maintaining, developing and expanding the financial resources to support the work of the organization by working closely with the Executive Director, Board of Directors, and Director of Communications.

#### **Responsibilities include, but are not limited to:**

- Responsible for maintaining existing funding and identifying and securing new sources of funding for the organization including government grants (federal, state and city), private foundations, and corporate and individual giving
  - Review requests for proposals issued by government agencies
  - Advise Executive Director of proposals that would advance MFY's mission and be viable for the organization.
  - Draft proposals, including those with partners or in coalition, or assign to and supervise management administrator or outside consultant to write
  - Conduct foundation and other prospect research
  - Facilitate meetings with members of the Board of Directors, Board committees, and Executive Director and prepare materials for these meetings
  - Draft letters of intent
  - Report on grants
  - Cultivate individual and planned giving in coordination with Director of Communications, Executive Director and Board of Directors
- Develop and oversee an annual fundraising plan including serving as the Board liaison and managing Board members' fundraising commitments
  - Year-end campaign
  - Annual theatre benefit
- Collect and analyze data needed for preparing proposals and reporting on grants; become familiar with internal case management system
- Establish collaborative working relationships with program staff to encourage free flow of information

#### **Requirements:**

- Bachelor's degree or higher
- Commitment to MFY's mission to serve low-income New Yorkers and vulnerable populations
- A proven track record of successful fundraising for a nonprofit organization
- Ability to translate the many aspects of the organization's work into persuasive written proposals
- Experience with budget preparation
- Demonstrated ability to write in a clear, structured and articulate manner
- Excellent oral communication and inter-personal skills

- Ability to work under pressure with competing deadlines
- Proficiency in all Microsoft Office programs, including advanced knowledge of Excel, and familiarity with databases
- Ability to work as a team member, yet independently execute the responsibilities of the job

**Salary** is commensurate with experience, with excellent fringe benefits.

Applicants should submit a cover letter, resume, writing sample and, if possible, a list of successful proposals with amounts awarded for each to Jeanette Zelhof, Executive Director, by email to [jzelhof@mfy.org](mailto:jzelhof@mfy.org) with **Director of Development** in the subject line. Please indicate where you found this ad. Applications must be received by **May 8, 2015**. Early applications will be reviewed and interviews will be conducted on a rolling basis. No telephone calls please.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.

For further information about MFY, please go to [www.mfy.org](http://www.mfy.org).