

Union Settlement Association, Inc.

Director of Development and Communications

Job Description

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 300 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For more information about Union Settlement, please visit our website at www.unionsettlement.org

Position Summary:

The Development Office is responsible for all phases of private fundraising (foundations, corporations and individuals), special events, direct mail, publications and public relations. The Director of Development and Communications works closely with the Executive Director, Executive Staff, Board of Directors and outside consultants to raise the discretionary funding necessary to help Union Settlement grow and invest in 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 and public relations strategist for the agency, reports to the Executive Director, and is a member of the executive management team of the agency.

Responsibilities include:

1. Developing the overall fundraising and public relations goals and strategies for Union Settlement;
2. Researching, identifying, and cultivating foundations, corporations, civic and religious organizations, and individuals;
3. Planning and coordinating 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;
4. Strengthening ties with existing supporters, re-connecting with former supporters, and developing a sophisticated plan for identifying and incorporating new donors;
5. Overseeing the formulation and implementation of a communications/marketing plan for the agency – including press releases, brochures, website, branding, annual reports, and the generation of news articles – all designed to raise the profile of Union Settlement and help attract both donors and individuals in need of our services;
6. Over time, developing new initiatives such as a major gifts program, a planned giving campaign, and a capital/endowment campaign
7. Overseeing Development Office support staff and consultants, including managing the Development Office budget;
8. Working with members of the Board of Directors, Advisory Council and others to identify prospects and develop individualized giving plans and tasks for each member; and
9. Attending Board of Directors meetings and senior Executive Staff meeting

Qualifications:

The ideal Director of Development and Communications candidate will have:

- a deep appreciation for the importance of the social service work performed by Union Settlement, and an ability to eloquently articulate the mission and vision of the agency;
- at least 7 years' 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;
- 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
- a sense of humor;
- excellent computer and time management skills; and
- a strong desire to help improve the lives of the residents of the local East Harlem community.

Interested candidates should send a cover letter, resume, salary requirements, references and writing samples to dnocenti@unionsett.org

The deadline for applications is Friday, May 22, 2009, and early submissions are encouraged.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER