

ASSOCIATION OF FUNDRAISING PROFESSIONALS, LONG ISLAND CHAPTER JANUARY 2010 Career Opportunities

A new rate plan is in effect for Career Opportunities. There is a fee for placing all job listings.

- \$25 for not-for-profit organizations that have an AFPLI chapter member
- \$50 for not-for-profit organizations that do not have an AFPLI chapter member
- \$150 for executive search firms and other for-profit organizations

The AFP Career Opportunities listing is a monthly service for Chapter Members and others available on-line at www.afpli.org. Monthly Career Opportunities will be listed on the site for approx. the first two weeks of the month exclusively for members only. It will be available to all – members and non-members alike - on the site following the initial two week period.

Please send your resume directly to the prospective employer unless otherwise noted. If you are interested in listing a position for your organization, please call Richard Altomonte at (516) 650-2129 or email to careers@afpli.org to obtain a Career Opportunities Listing form or send a brief description with salary/salary range (required) to: Richard Altomonte, History Film, PO Box 1713, Mineola, NY 11501 or email.

Please inform AFP as soon as a position is filled. Positions will be listed for three months from the date received unless you notify us.

February listings due Feb. 4, 2010

AFP also offers many other career-related services. For more information about all of the Chapter's services, please call (631) 249-5008.

Title of Position	Organization	Salary Range	Contact Address	Phone/Fax	E-mail/Web Site
SENIOR - MID LEVEL			Date Received: 1/20/10		
VP of Development	Island Harvest	\$75,000	Randi Dresner Pres & CEO 199 Second St. Mineola, NY 11501	516.294.8528 Fax: 516.248.6724	Saundra@islandharvest.org randi@slandharvest.org www.islandharvest.org
<p>Brief Description: Island Harvest is LI largest hunger relief organization, providing food, education, advocacy and outreach services to non- profit member organizations and those they serve.</p> <p>Experience: Candidates should have a minimum of 5 years of successful and progressive fundraising experience in areas such as grantsmanship, special events, annual giving, and direct mail and possess excellent interpersonal, organizational and communication skills.</p> <p>Responsibilities: The position's main focus will be departmental organization, creating a major gifts program, supporting the department staff in their implementation of fundraising/special event programs, researching potential donors and writing proposals. He/she should be a strategic thinker and planner who enjoys identifying, cultivating and soliciting high net worth prospects, stewarding new prospects, supporting the organizations' marketing and branding efforts and more. Position reports to the President & CEO.</p>					

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SENIOR LEVEL			Date Received: 1/2/10		
Director of School Advancement	Preston High School	Min \$60K commens. w/ background and exp.	Search Committee Preston High School 2780 Schurz Ave. Bronx, NY 10465	718-863-9134 Fax 718-863-6125	amprivschool@gmail.com Website: www.prestonhs.org
<p>Brief Description: Preston High School is a private Catholic, college-preparatory school, located in the Northeast Bronx. The annual organizational budget is over \$5M.</p> <p>Experience: The ideal candidate should have a minimum of 10 years work experience with 3 years in professional fundraising as well as a proven track record in designing and managing development and alumnae relations programs and writing successful grant applications. A background in philanthropy, fundraising ethics and practices is critical.</p> <p>Responsibilities: This leadership position requires developing and maintaining productive working relationships with key stakeholders including donors, parents, alumnae, administrators, faculty and the Board of Trustees. In addition, this candidate will design a public relations/advertising plan to market the school's image for recruiting students and oversee the school's major publications including the newsletter and the Annual Report.</p>					

SENIOR LEVEL			Date Received: 12/01/09		
Director of Major Gifts	Blythedale Children's Hospital		Valhalla, NY		Confidential applications to Freeman Philanthropic Services, LLC at BlythedaleDLG@glfreeman.com
<p>Brief Description: Blythedale Children's Hospital (www.blythedale.org) is a national leader in diagnosing and treating children with life-threatening and complex medical illness/conditions.</p> <p>Responsibilities: Blythedale seeks an experienced Director of Leadership Gifts to increase, expand and diversify philanthropic revenue for the Hospital. Working closely with the Chief Development Officer, senior administration, and the Board, the Director will craft, execute, and lead a strategic and operational plan for the identification, qualification, cultivation, solicitation, and stewardship of individual major gift donors. He or she will cultivate, solicit, and steward a portfolio of major gift prospects and develop strategies for identifying and cultivating a pipeline of new prospects. Significant experience in the identification, qualification, cultivation, solicitation, and stewardship of major gifts, ideally within a healthcare institution, academic medical center, or higher education institution; capital campaign experience required and planned giving knowledge strongly preferred; an entrepreneurial approach to fund raising; demonstrated ability to engage participation from all levels and create an atmosphere charged with excitement and energy for Blythedale's visionary programs and projects; integrity and proven ability to develop relationships with high-caliber volunteers and esteemed medical leaders and/or faculty; excellent communication skills; the intellectual curiosity and capacity to elicit and quickly grasp medical and scientific concepts, and synthesize this information into an articulate case for support; ability to creatively engage and motivate volunteers, donors, and prospects, inspire confidence with internal and external constituencies. Full position profile at www.glfreeman.com.</p>					

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SENIOR LEVEL			Date Received: 12/01/09		
Director of Grants and Foundation Relations	Blythedale Children's Hospital		Valhalla, NY		Confidential applications to Freeman Philanthropic Services, LLC at BlythedaleDirGrants@glfreeman.com
<i>Responsibilities:</i> The Director of Grants and Foundation Relations has the responsibility for the identification, development, and presentation of projects and programs that increase foundation grant support. Requires extensive experience in writing proposals and shaping and driving foundation relations, ideally within a healthcare institution, academic medical center, or higher education institution during a significant campaign. Full position profile at www.glfreeman.com .					

SENIOR LEVEL			Date Received: 11/19/09		
Major Gift Officer – East Coast	International Organization	\$85K - \$100K	Tom Damewood Owner/Manager Management Recruiters – Mid Hudson Valley	845-227-3161	tdamewood@mrmhv.com
<i>Brief Description:</i> Client is an award winning, international organization who partners with local communities in the developing world to provide educational opportunities to children. They work in countries that lack the resources to educate their children. Partnering with these communities, our client establishes libraries, publishes children's literature (in local languages), builds schools, computer labs, and provides educational scholarships to girls. <i>Experience: Bachelor's degree is required.</i> Minimum of three years non-profit development or for profit sales experience and five years of overall work experience in fast-paced, growth-oriented environments. Experience living or working internationally is a plus. The ability to plan and execute major gift activities. Proven success in closing major gifts. The ability to work in a rapidly growing/changing organization; balance competing priorities, complex situations and tight deadlines. Highly organized and self-motivated individual who is an innovative and creative thinker. <i>Responsibilities:</i> The Major Gift Officer reports directly to the Senior Development Director (located on the West Coast) and is primarily responsible for soliciting major gifts from individuals and foundations in the Mid-Atlantic and Northeast Region (plus Chicago and Toronto). This position is based in New York, and the Major Gifts Officer will be expected to travel approximately 20% annually. Serve as the first point of contact and main liaison for the organization on the East Coast (including New York, Washington, DC, Boston). More.					

MID LEVEL			Date Received: 1/2/10		
Community Director	March of Dimes	\$35,000	Ann Morrison Long Island Division Greater New York Chapter	516-496-2103	www.marchofdimes.com/ny
<i>Experience:</i> Seeking experienced community director to assist with March of Dimes walk.					

MID LEVEL			Date Received: 1/2/10		
Special Events Director	March of Dimes	\$50,000	Annette Kosar Long Island Division Greater New York Chapter	516-496-2106	www.marchofdimes.com/ny
<i>Experience:</i> Seeking experienced development professional with special events track record.					

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MID LEVEL			Date Received: 1/2/10		
Special Events	Lymphatic Research Foundation			fax 516-625-9410	lrf@lymphaticresearch.org
<p>Experience: Excellent verbal and communication skills; professional outlook; excellent computer skills; experience with managing corporate events from start to finish.</p> <p>Responsibilities: Manage the annual gala including coordinating all activities with the event committee, volunteers and staff. Create and update a project plan and keep all tasks on schedule. Promote the event, sponsorships, auctions and ticket sales. Cultivate sponsorships. Provide information regarding the event for the newsletter, press releases and the website. Manage the development, printing and distribution of all print materials including save the dates, invitations, programs and journals. Manage the live and silent auctions obtaining quality items and supervise the integrity of the bidding process. Ensure that the event runs smoothly. Manage other special events. Assist patients and families with community fundraisers. Cultivate LRF's friends' group and assist with other fundraising efforts as required.</p>					

SENIOR LEVEL			Date Received: 10/20/09		
Major Gifts Officer Long Island Region	Hadassah	\$95K- \$105K (flexible)	Tom Damewood Management Recruiters – Mid Hudson Valley	Fax – 845-227-3439	tdamewood@mrmhv.com
<p>Brief Description: Hadassah – The Women's Zionist Organization of America, is a NY City based Human Services organization. For nearly a century, they have devoted energy and resources toward improving quality of life and furthering their mission, both on the National and International fronts.</p> <p>Experience: Candidates must be experienced in successful Major Gift fundraising and possess the skills and abilities to teach and develop these skills to volunteers at chapters throughout their region. Excellent oral and written communications and interpersonal skills. This individual must work effectively with a significant group of dedicated and experienced volunteers. Familiarity with the greater Jewish community and causes. Computer literacy and familiarity with fundraising databases. BA/BS degree is preferred, Professional certification, i.e. CFRE is a plus.</p> <p>Responsibilities: The Major Gifts Officer will educate, guide and support targeted chapters and volunteers in major gifts fundraising (\$5,000 or more), identify prospective major donors, and participate in developing goals and strategies for their assigned region. Beyond this leadership role, they will also carry and develop their own portfolio of Major Gift Donors. Work with volunteers and staff to develop and execute an annual strategic fundraising plan, focusing on major gifts from individuals, corporations, foundations and federations. Work within their region to implement national fundraising campaigns that are directed to major gift prospects, including prospect identification, cultivation, and solicitation. Help chapters equip volunteer leaders with the knowledge they may need to further major gift fundraising in their units and to promote specific gift opportunities. Assist region and chapters in planning and implementing major gifts fundraising events.</p>					

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MID LEVEL			Date Received: 12/1/09		
Development Coordinator	Sustainable Long Island	\$40,000- \$50,000	Lori Andrade Director of Development and Communications 45A Seaman Ave Bethpage, NY	516-873-0230 Fax: 516-873-0706	landrade@sustainableli.org www.sustainableli.org

Brief Description: Sustainable Long Island is a regional not for profit whose mission is to promote sustainable development- the integration of environmental health, economic development and social equity. We engage local communities in revitalizing their downtowns.

Experience: Three years of fundraising experience including annual/membership drive, grant writing, event planning, prospect research

- Excellent writing, verbal and interpersonal skills.
- Experience managing interns
- Attention to detail.
- Experience managing Donor Perfect Database
- Strong technology skills
- A track record, including either professional or volunteer work, in social justice, advocacy or civil rights issues. A demonstrated commitment, interest or connection to sustainable development issues is a strong plus.

Responsibilities:

MEMBERSHIP/1000 FRIENDS DRIVE

- Bi-Annual Appeal: Identify tiers of recipient, coordinate and manage mailing and database of all donations; Provide income reports. Expand support
- On-line Fundraising: develop and coordinate regular on-line appeal
- Donor Perfect Database Management: Input and maintain all aspects of database
- Prospect research for new donors
- Draft and send day to day letters and communications (thank you notes, etc)

CORPORATE, FOUNDATION AND GOVERNMENT GRANT WRITER

- Draft all corporate, foundation and government grants and reports and coordinate their submission
- Draft all press releases related to grants
- Schedule appointments with funders
- Prepare materials for meetings with funders
- Prospect research for new funders

EVENTS

Coordinate the logistics for Sustainable Long Island’s Premiere Annual Conference

- Research venue options and work directly with banquet/facilities manager for all “day of” conference needs.
- Coordinate emails and phone calls for follow up correspondence, solicit all target audiences, obtain sponsor commitments, journal ads and vendors.
- Assist with development of all conference materials, Maintain and coordinate with designer on journal advertising and deadlines.

Title of Position	Organization	Salary Range	Contact Address	Phone/Fax	E-mail/Web Site
ENTRY – MID LEVEL			Date Received: 11/1/09		
Development Asst.	Guide Dog Foundation for the Blind	\$30-\$40K full time	Loretta Quis Human Resources 371 East Jericho Turnpike Smithtown, NY 11787	631-930-9031 Fax 631-930-9009	loretta@guidedog.org Website: www.guidedog.org
<p>Brief Description: The Guide Dog Foundation for the Blind is a not for profit agency located in Smithtown, NY. Our mission is to improve the quality of life for people who are blind, visually impaired, or with other special needs.</p> <p>Experience: 3-5 years experience in development and event management. Bachelor’s degree in business or related field preferred or equivalent experience in non profit donor relations. Excellent interpersonal and communications skills to establish rapport with board members, graduates, sponsors, donors, vendors, co-workers and public. Handle confidential matters with a high degree of integrity. Demonstrated capacity for organization, prioritization, follow through and efficiency in a dynamic and fast-paced environment. Proficient in Microsoft Office and relationship management/fundraising software. Excellent office skills such as proofreading, typing 50-60 wpm, phone and filing aptitude necessary to manage all documentation. Flexibility with work hours and special requests. Day, evening and possible weekend hours may be required.</p> <p>Responsibilities: We seek an individual to provide administrative support (typing correspondence, reports, scheduling and maintaining calendars etc.) for the Development Department Team. Assists in special event planning as well as participating in events. Recruits, trains and organizes Development Volunteers. Responds effectively to donors, Foundations and community inquiries.</p>					