

ASSOCIATION OF FUNDRAISING PROFESSIONALS, LONG ISLAND CHAPTER JULY 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.

August listings due Aug. 5, 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 LEVEL			Date Received: 7/1/10		
Development Director	Archbishop Molloy High School	Min \$85K commensurate w/ background and experience	Richard Karsten President 83-53 Manton Street Briarwood, NY 11435		Respond to president@molloyhs.org
<p>Brief Description: Archbishop Molloy High School is a private Catholic, college-preparatory school, located in Briarwood, Queens . This outstanding Marist High School is known for its academic standards and winning athletics program.</p> <p>Experience: The ideal candidate should have a minimum of 10 years work experience with at least 5 years in professional fundraising as well as a proven track record in designing and managing development and alumni relations programs. A background in philanthropy, fundraising ethics and practices is critical. Solid database and social media experience is also required.</p> <p>Responsibilities: The Development Director communicates Archbishop Molloy High School 's philosophy and mission, values, goals and achievements to its various publics. He or she involves others in support of the school's goals by contributing their time, talents and financial assistance through a comprehensive and systematic development program. The Development Director: Presents a master plan for the advancement of Archbishop Molloy High School to the President. Manages the development function, including collaboration with Alumni Center office staff members and the maintenance of operation and budget controls. Organizes a comprehensive and coordinated fund raising program that includes the Fund for Molloy (annual fund), special projects, specific educational programs, scholarship funds, capital projects, planned giving programs designed to increase endowment and meet annual goals. More.</p>					

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SENIOR LEVEL			Date Received: 7/1/10		
Senior Executive Director for Columbia College Development	Columbia University				Recruitment will continue until the position is filled. Nominations, expressions of interest, and applications (including a cover letter and resume) should be submitted <u>via e-mail</u> to: ColumbiaDev@wittkieffer.com .
<p>Brief Description: Columbia University is one of the nation's oldest and most prestigious institutions of higher learning.</p> <p>Responsibilities: Columbia now seeks an outstanding development leader to work in close collaboration with the Dean of Columbia College and the University's Office of Alumni and Development to enhance and integrate development strategy and activity for the College and related Arts and Sciences departments. Reporting jointly to Dean of Columbia College Michele Moody-Adams and Senior Deputy Vice President for Development Kathy Okun and working with the volunteers from the Columbia College Board of Visitors, the Undergraduate Campaign Council, and the Columbia College Fund Development Council, the Senior Executive Director will serve as the chief development officer for Columbia College and as one of its principal representatives to Columbia University alumni, parents, and friends around the world. Material that cannot be sent electronically may be mailed to:</p> <p style="text-align: center;">Senior Executive Director for Columbia College Development Columbia University C/O WITT/KIEFFER Attention: Jon Derek Croteau and Dennis M. Barden 780 Third Avenue, 38th Floor New York, NY 10017</p>					

SENIOR LEVEL			Date Received: 5/26/10		
Executive Director	Suffolk Community College Foundation, Inc.	\$115,000- \$125,000	Mary Ann Decostanzo The Cottage 533 College Road Selden, NY 11784	(631) 451-4846 Fax: (631) 451-4940	decostm@sunysuffolk.edu Website: www.sunysuffolk.edu
<p>Brief Description: The Suffolk Community College Foundation, Inc. is a not-for-profit organization established to enhance academic excellence at Suffolk County Community College. Our primary mission is to develop resources that enable the College to provide quality educational experiences for its students through scholarships, academic enrichment and faculty development.</p> <p>Experience: Master's degree in Business, Communications or other related field and five or more years of progressive development experience, preferably in higher education and in the Long Island market. CFRE certification a plus. Must be proficient in all Microsoft Office Suite applications, and with Raisers Edge database software. The ideal candidate will show a demonstrated capacity to creatively engage participation from wide-reaching, diverse constituencies, as well as a commitment to the highest standards of professionalism and fundraising best practices.</p> <p>Responsibilities: The Executive Director (ED) of the Suffolk Community College Foundation, Inc. provides leadership for all fund-raising campaigns, programs and activities. They must solicit contributions from corporations, individuals and alumni. In coordination with the Vice President, the ED establishes annual Foundation fund-raising and alumni engagement goals, and must meet annually established fundraising goals for generating new gifts. Coordinates the work of the Foundation's development team to ensure implementation of a comprehensive development program. Initiates and manages a program of effective relationship engagement and stewardship. The ED will prepare an annual development budget detailing annual financial growth objectives; supervise the Director of Major Gifts and Planned Giving, the Director of Development, the Director of Development and Alumni Affairs, the Professional Assistant and Specialist for Institutional Advancement, and the Foundation support staff..</p>					

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SENIOR LEVEL			Date Received: 7/1/10		
Vice President of Development	Cohen Children’s Medical Center (formerly Schneider’s Children’s Hospital)				E-mail resume and cover letter in confidence to: cohen@developmentguild.com
<p>Brief Description: The leadership of Cohen Children’s Medical Center (CCMC), New York State’s largest provider of pediatric health services, and the leadership of the North Shore-Long Island Jewish Health System (North Shore-LIJ), the largest integrated healthcare network in New York State, of which CCMC is a member, seek to engage a Vice President of Development to join them in fully developing the philanthropic potential of CCMC, a jewel of this health care system.</p> <p>Responsibilities: Successful candidates will be able, strategic partners to senior management, medical staff, key board members, and a spectrum of volunteer leadership, including high net worth individuals. Additionally, front line major gift experience in an academic healthcare organization and the ability to both close a gift and support leadership solicitations are necessities. The Vice President of Development will oversee an experienced small team with the opportunity to hire two new major gifts officers and build CCMC’s major gifts program. He/she will partner with the Foundation and Dr. Klein to develop a strategic fundraising plan, build a prospect pool and a grateful patient/parent program, and cultivate, solicit, and close major gifts, including 6 to 8 figure gifts.</p> <p><i>Excellent candidates should demonstrate the following:</i></p> <ul style="list-style-type: none"> • 10+ years of professional fundraising experience, including campaign • Demonstrated success closing 7-figure individual gifts • Academic healthcare background • Exposure to “best practice” shops, preferably in healthcare • Evidence of developing and sustaining a major gifts program • Capacity to successfully negotiate complex nonprofit environments 					

SENIOR LEVEL			Date Received: 6/1/10		
Senior Level Development Professional	Diocese of Rockville Centre – Holy Trinity Diocesan High School		Elaine Iandoli Development Manager Diocese of Rockville Centre 200 West Centennial Ave Roosevelt, NY 11575	516-379-5210 x227 Fax 516-379-5043	eiandoli@drvc.org Website: www.drvc.org ; www.holytrinityhs.echalk.com
<p>Brief Description: Develop and manage marketing communications including public relations, advertising, electronic marketing, publications and events.</p> <p>Experience: Bachelor’s degree. Minimum of five years’ development experience, including experience with major gifts, special events, and alumni. Capital campaign experience a plus. Demonstrated track record of fundraising success, preferably within an educational setting. Excellent writing, communication, and organizational skills. Supervisory and volunteer management experience preferred. Experience with donor databases preferred. Must be willing to work flexible hours, including weekends and evenings as necessary</p> <p>Responsibilities: Implementing an annual fundraising plan; ensuring goals and objectives are met; developing new strategies to meet school fundraising needs. Working with principal and school/Diocesan development professionals to identify and cultivate major gift prospects from parent, alumni, and community groups. Providing monthly financial reports and other fundraising reports as needed to school administration and to the Diocesan Office of Institutional Advancement. Working with the school’s Principal’s Council on strategic plans for school campaigns and specific development activities involving parents and alumni. Overseeing database management and wealth screening; preparing prospect cultivation plans. Ensuring quality and consistent donor acknowledgement and communications. Maintaining regular communications with alumni through newsletter and personal contacts. Planning and managing school fundraising events. Identifying foundation and corporate grant support.</p>					

Title of Position	Organization	Salary Range	Contact Address	Phone/Fax	E-mail/Web Site
MID LEVEL			Date Received: 7/1/10		
Development Associate/Raiser's Edge System Coordinator	South Nassau Communities Hospital				Qualified Applicants please complete an on-line application www.southnassau.org: https://www.healthcaresource.com/southnassau/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=713399
<p>Brief Description: South Nassau Communities Hospital is a 435-bed, acute care hospital located in Oceanside, NY. For 80 years, the Hospital has been committed to providing inpatient, ambulatory, home health, restorative, preventative and emergency medical care to Long Islanders.</p> <p>Experience: Position requires Bachelor's Degree and 3 years of experience with Raiser's Edge Software; familiarity with Researcher's Edge. Must possess excellent writing and analytical skills.</p> <p>Responsibilities: Reporting to the Vice President of Development, the Development Associate is primarily responsible for the maintenance and support of the Raiser's Edge database, including input of data, creating reports and performing analysis, developing and enforcing policy, and maintaining the integrity of the database.</p> <ul style="list-style-type: none"> • Perform input and analysis of data • Provide timely reports to staff and volunteers on fundraising progress; design new reports as needed • Provide lists for direct mail and other fundraising solicitations • Insure proper safeguards are implemented to maintain integrity of Raiser's Edge database • Performs prospect research <p>Provide Raiser's Edge support to development staff MORE</p>					

SENIOR - MID LEVEL			Date Received: 5/20/10		
VP of Development	Island Harvest	\$85,000 commensurate w/experience	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's 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 progressive fundraising experience overseeing a development staff of 4 and successfully involved raising funds in a similar sized development department which realizes funds in excess of \$2.5 million. Candidate should possess expertise in areas such as major giving, grantsmanship, special events, annual giving, and direct mail with proven success and must possess excellent interpersonal, organizational and communication skills.</p> <p>Responsibilities: The position's main focus will be overseeing this very successful Development Department, 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 works very closely with and reports directly to the President & CEO.</p>					

Title of Position	Organization	Salary Range	Contact Address	Phone/Fax	E-mail/Web Site
SENIOR - MID LEVEL			Date Received: 5/23/10		
Director of Development	Hofstra School of Law External Relations	\$75,000-\$90,000	Lisa Berman Asst. Dean for External Relations	Fax: 516-463-1017	Email: Lisa.H.Berman@hofstra.edu website: www.hofstra.edu
<p>Experience: Seven years of progressive experience in development and demonstrated success in major gifts fund-raising required.</p> <p>Responsibilities: The Director of Development plays a major role in developing and executing strategies to raise significant funds in support of the Law School 's institutional priorities. Personally manages a prospect portfolio of at least 150 major donor prospects and is expected to manage these relationships, to cultivate, solicit, close gifts and steward both alumni and non-alumni donors, as well as identify and research new prospects for the Law School. Play an active role in developing the Law School 's reunion giving program, and perform special projects as required by the Dean and Assistant Dean for External Relations. No direct reports.</p>					
SENIOR LEVEL			Date Received: 4/30/10		
Executive Director	Long Island Arts Alliance				info@landmarkonmainstreet.org Qualified and local candidates only.
<p>Brief Description: Long Island Arts Alliance is a membership organization comprised of the region's not-for-profit arts organizations.</p> <p>Experience: We seek a candidate with an arts-related Bachelor's degree and 3 – 5 years arts management leadership experience.</p> <p>Responsibilities: We are at an exciting moment in our organization's history – poised to expand our services and programs in support of Long Island 's artistic community and we are seeking an Executive Director who can effectively lead this effort. The Executive Director will oversee programs, PR, fundraising, membership recruitment and relations, marketing & communications and day-to-day operations.</p>					
MID LEVEL			Date Received: 5/23/10		
Development Director	Long Island Crisis Center	Low –mid \$60s + health and 403b	Linda Leonard Executive Director 2740 Martin Ave. Bellmore, NY 11710	516-826-0244 Fax: 516-781-8306	lleonard@longislandcrisiscenter.org Website: www.longislandcrisiscenter.org
<p>Brief Description: Founded in 1971, Long Island Crisis Center is a not-for-profit community-based organization whose mission is to provide free, high quality, confidential, accessible services to Long Islanders in crisis. The cornerstone of the agency is a 24 hour/7 day hotline that for nearly four decades has been a constant refuge for each new generation of troubled youth. The hotline provides critical interventions for young people who are feeling lost and hopeless due to suicide, bullying, family violence and many other issues. Counselors respond to 10,000 calls each year.</p> <p>Experience: Familiarity with techniques of development i.e., major donor programs, corporate/foundation giving, event planning, planned giving, direct marketing, etc; Familiarity with Long Island LGBT community; Successful history of proposal development and grant writing and reporting; Significant experience with Internet fundraising and social marketing; Ability to comfortably initiate contact and interact with prospective funders; board members, strategic partners and other public constituents; Proficient in fundraising software (Telosa A+).</p> <p>Responsibilities: The Development Director works 42 hours. Job responsibilities include: develop and maintain major donor strategy; Manage database of all LICC donors; establish and maintain an e-fundraising strategy and social marketing effort; Work with senior management team to research and identify potential foundation and corporate funders; Assist with writing grant proposals; Work with marketing consultants to develop marketing and corporate outreach materials; Assist in the content development and usability of LICC website, especially as it relates to online giving or marketing opportunities; Coordinate all aspects of agency events.</p>					

Title of Position	Organization	Salary Range	Contact Address	Phone/Fax	E-mail/Web Site
MID LEVEL			Date Received: 5/20/10		
Director of Public Relations	John T. Mather Memorial Hospital		Human Resources 75 North Country Rd Port Jefferson, NY 11777		hr@matherhospital.org
<p>Experience: Eight years media and communications experience preferred. Excellent communication skills and extensive knowledge of online communication vehicles. Bachelor's degree in related field required.</p> <p>Responsibilities: Develop and manage marketing communications including public relations, advertising, electronic marketing, publications and events.</p>					