

ASSOCIATION OF FUNDRAISING PROFESSIONALS, LONG ISLAND CHAPTER
Career Opportunities and Positions Sought Listing as of July 27, 2017

AFPLI has modified its Career Listing Program –Please request a new career listing form before submitting new jobs.

Please inform AFP as soon as a position is filled. careers@afpli.org

Title of Position	Organization	Salary Range	Contact/Address	Phone/Fax	E-mail/Web Site
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Managerial LEVEL	Listed July 2017
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Associate Director of Alumni Relations	Queens College, Development Department	\$ Commensurate with Experience			See Application Instructions below
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General Description: The Associate Director of Alumni Relations promotes communication between the College and its network of alumni through social media, the alumni webpage and other strategic methods of communication. Plans and implements programs that increase alumni participation and engagement while building positive relationships with the College

Other Duties:

- Manage programming, budgets and registration processes for local, regional and national alumni activities and events (i.e. networking, reunions, professional development, young alumni council, commencement and homecoming).
- Recruit, train and support alumni volunteer leaders and class representatives.
- Develop communications strategies to reach recent graduates, young alumni, reunion classes and alumni affinity groups.
- Oversee and maintain the alumni website and Facebook/Twitter accounts with current content presented in a visually appealing and professional manner.
- Collaborate with the Annual Fund team on philanthropic strategies to increase alumni giving rates and identify and qualify alumni prospects.
- Enhance the benefits associated with the alumni card and establish a fulfillment process.
- Responsible for reporting and office operations related to budget and updates to the alumni database.
- Create a recognition program in conjunction with the young alumni council.
- Educate graduating students about alumni services and benefits.

Qualifications/Experience: Bachelor's degree required. Three to five years' experience in an Alumni Relations role in higher education (or equivalent years in an alumni association leadership position) preferred.

- Knowledge of marketing, social media and event planning in a higher education setting.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Excellent interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills with the ability to be persuasive and influential.
- Ability to prepare and manage budgets.
- Willingness to travel, some evening and weekend hours required.
- Ability to maintain a high level of poise and professionalism in all circumstances.

Application Instructions: [Click here to access online link.](#)

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SENIOR LEVEL Listed **July 2017**

Development Director	JDRF	\$Commensurate w/ Experience			See Application Instructions below
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Brief Description of Organization: JDRF is the leading global organization focused on type 1 diabetes (T1D) research. JDRF’s goal is to progressively remove the impact of T1D from people’s lives until we achieve a world without T1D. JDRF collaborates with a wide spectrum of partners and is the only organization with the scientific resources, policy influence and a working plan to bring life-changing therapies from the lab to the community. As the largest charitable supporter of T1D research, JDRF has invested nearly \$2B in research over the past 45 years and is sponsoring scientific research in 17 countries worldwide. For more information, please visit www.jdrf.org. This position will work from the Long Island office but will require travel within the five boroughs as well as for meetings, programs and events.

Responsibilities:

- Maximize revenue and achieve fundraising goals through the active recruitment and stewardship of family and corporate teams for the JDRF One Walk across Long Island with additional responsibilities for supporting regional chapter walks; Manhattan, Queens, and Staten Island
- Create and implement strategic communications and fundraising plans for walk teams.
- Recruit and manage key committees to improve impact.
- Ability to coordinate vendors, contracts, and solicit in-kind donations.
- Help plan and support Walk Day logistics and participant experience.
- Must be a team player that has the ability to interface with all levels of staff and volunteers and maintain relationships.
- Supervise staff responsible for JDRF’s Kids Walk campaign (K-5th Grade) and JDRF Your Way fundraising campaigns (third party events).
- Maintain steady communication with donors.
- Identify potential high level donors
- Attend and support local JDRF fundraising events.
- Ensure accurate recording of information in database, file system, and/or records. Create, update, and revise as needed.
- Developing and preparing presentations, reports, and business correspondence.
- Effectively multi-task, establish priorities, and work in a fast paced environment.
- Highly efficient in time management and can meet deadlines under pressure.
- Represent the best interests, professionalism and integrity of JDRF in all activities and relationships through a unified message of the JDRF mission and a commitment to organizational standards and leadership.
- Maintain a basic understanding of JDRF’s mission and research cure therapeutics.
- Perform all other responsibilities and projects as assigned by his/her immediate supervisor and senior management.

Experience Required:

- College degree preferred or equivalent experience required. Six to eight years of not-for-profit required or equivalent combination of education and experience. Prior fundraising experience required.
- Knowledge of fundraising, event planning (walk experience preferred), volunteer recruitment, ability to develop and enhance relationships.
- Excellent written and oral communication skills required. Proficiency with computer programs is required.
- Must have the ability to work and make judgments independently and take initiative.
- Ability to travel locally required (includes travel within five boroughs and Long Island).
- Evening and weekend work required as needed.

Application instructions: To apply, please submit your resume and cover letter with salary requirements to JDRF by visiting www.jdrf.org/careers and keyword search for IRC32499 or click the url below.

http://ebsp.jdrf.org/OA_HTML/OA.jsp?OAFunc=IRC_VIS_VAC_DISPLAY&p_svid=32499&p_spid=1620079

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DIRECTOR LEVEL			Listed July 2017		
Director of Development	Life Center of Long Island, Massapequa	\$ 50,000 - \$60,000	Gloria Schreiber		gloriaschreiber@optonline.net See Application Instructions below

Brief Description of Organization/Summary of Position: The Life Center of Long Island is the largest network of crisis pregnancy centers on Long Island and has been operating for over 30 years. We are a 501c3 non-profit organization which operates four “AAA Pregnancy Options” care centers located in Hempstead, Massapequa, Deer Park and Riverhead. Our mission is to “*promote, encourage and foster public sentiment and respect for the dignity of human life from conception to natural death.*”

Here at the Life Center, women and men experiencing an unplanned pregnancy are given the opportunity to speak with trained counselors about the community resources and support available to them so they can make an informed decision in the hope they will choose life for their preborn child. Our goal is to offer a life-affirming alternative to an abortion minded woman. The Life Center of Long Island operates entirely on donations and all of our services are free to the community. Our Director of Development must share our life-affirming cause.

We are looking for someone who networks, makes connections, builds relationships, and pursues opportunities. You will lead our efforts to generate revenue with new partners by executing a disciplined new business development strategy.

The ideal candidate will be focused, have strong communication skills, and the ability to think strategically.

Responsibilities

- You will serve as chief fundraiser for the Life Center, in partnership with the Executive Director and Board
- On our team, communication is essential! You will be a key member of the senior leadership team
- In partnership with the ED, you will ensure close coordination between development and programs in achieving organization-wide goals and implementing our strategic plan
- You will supervise all aspects of Life Center development strategy, including: annual giving, special events, outreach to new and existing individual donors, business and corporate fundraising, civic and foundation support, workplace giving
- You will go the extra mile and be responsible for all donor communications
- Create and implement annual development plan and planned giving program
- Identify and prepare grant proposals as appropriate

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DIRECTOR LEVEL		Listed July 2017			
Director of Development	Life Center of LI, Massapequa	\$ 50,000 - \$60,000	Gloria Schreiber		gloriaschreiber@optonline.net See Application Instructions below

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Qualifications

- Bachelor’s degree or equivalent experience
- Three to five years prior non-profit development experience (fundraising within the education arena is a plus)
- Strong communication and interpersonal skills
- Knowledge and execution of successful development strategies
- Demonstrated excellence in organizational research, written communications, and data management
- Excellent verbal and active listening skills
- Strong project management and effective time management skills
- Able to work with different teams on a variety of project types
- Focused and goal-oriented
- Experience using Social Media as a fundraising tool (Facebook, Twitter, Instagram, Snapchat)

What you bring to the table:

- Respect for the dignity and worth of all people and all prolife causes
- 3 to 5 years previous development experience, with a proven track-record in building and maintaining a donor base with expertise in fundraising from multiple funding streams
- An entrepreneurial spirit to further advance the growth of the Life Center
- Ability to use your development and fundraising expertise to make a tangible difference in the lives of Life Center clients within our communities

Application Instructions: To apply, please submit a cover letter and resume to:
 Gloria Schreiber, Executive Director
 Life Center of Long Island
 35 East Willow Street, Massapequa, NY 11758

Please respond by Monday, August 14, 2017

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SENIOR LEVEL		Listed late June 2017			
Annual Giving Coordinator, Development Department	Old Westbury Gardens	Commensurate with Experience			Responses should be sent to: development@oldwestburygardens.org
<p>The Annual Giving Coordinator reports to the Director of Development and is responsible for developing and implementing all aspects of Annual Giving including Membership, Annual Appeal, and Corporate Support.</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> ○ Maintain timely and effective communications related to Annual Giving, including Membership, Annual Appeal, and Corporate Support including direct mailings and email blasts ○ Oversee membership program by tracking financial data and reporting on trends and creating strategy to increase giving ○ Plan and execute Membership Events, Incentives, and Campaigns to increase total membership ○ Develop and implement Annual Appeal campaign using mail, email and social media in accordance with annual goals ○ Plan and manage all aspects of the Annual Appeal by creating mailing lists, drafting materials, and at times working with vendors, volunteers, and/or board members to facilitate distribution of direct mailing. ○ Manage communications related Corporate Giving, Sponsorships and Grants ○ Provide support to the Director of Development and Fundraising Events Manager as needed ○ Attend all major fundraising events and select public programs ○ Prepare necessary reports for the Director of Development for status updates, strategizing, goal setting and Board meetings <p>Qualifications:</p> <ul style="list-style-type: none"> ○ Bachelor’s Degree ○ Demonstrated professional fund-raising experience, ideally in non-profit organizations ○ Strong organizational skills; detail-oriented ○ Excellent interpersonal and communication skills ○ Strong computer skills; experience in managing/using The Raiser’s Edge ○ Ability to communicate and work effectively with staff, board members, volunteers and vendors. ○ Strong analytical skills and ability to interpret data <p>Application Instructions: Responses should be sent to Development@Oldwestburygardens.org</p>					

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MID LEVEL	Listed July 2017				
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Director of Development	Tourette Association of America	\$ Commensurate with Experience	Amanda Talty, VP of Marketing & Resource Development		apply@tourette.org See Application Instructions below
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Brief Description of Organization: The Tourette Association of America’s mission is to make life better for all people effected by Tourette and Tic Disorders through awareness, research and support efforts.

Responsibilities:

- Serves in the Vice President, Resource Development and Marketing capacity when he/she is unavailable;
- Lead, supervise and coordinate all activities with Development staff
- Participates in all aspects of fundraising.
- Establishes protocols and metrics to assist staff members in achieving/exceeding individual and departmental goals.
- Manages special projects and initiatives as directed.
- Provides updates on new trends in advancement and suggests creative new approaches to future activities.
- More responsibilities listed here: <https://www.tourette.org/media/Directorupdated7.18.pdf>

Experience Required:

- BA or BS degree or equivalent, advanced degree is desired.
- 7 to 10 years of prior related work experience, preferably in sales or event fundraising in a not-for-profit setting.
- Detail oriented, adaptable, organized and demonstrated ability to successfully manage multiple projects.
- More at <https://www.tourette.org/media/Directorupdated7.18.pdf>

Application instructions:

Please send cover letter, Resume/CV, and salary requirement to apply@tourette.org. Note that we cannot guarantee review of applications that do not include all three items.

Website: www.tourette.org