

ASSOCIATION OF FUNDRAISING PROFESSIONALS, LONG ISLAND CHAPTER
Career Opportunities and Positions Sought Listing as of October 2, 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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SENIOR LEVEL	Listed Sept 2017
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Senior Director of Development	Life's WORC	\$ Commensurate with Experience	Laura Lovelock		llovelock@lifesworc.org See Application Instructions below
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Brief Description of Organization: Life's WORC is a leading not for profit agency that provides services to individuals with developmental disabilities. We have been named as one of the Best Companies to Work for in NY by SHRM!

Responsibilities: We are currently seeking to expand our Development Team and need to hire a Sr. Director of Development. This position reports directly to the Assistant Executive Director of Development and Public Affairs. If hired, you will be responsible for spearheading fundraising activities including prospect research, major gift appeals, foundation/corporation appeals, E- appeals and special events.

This is an exciting opportunity to partner with a respected and growing Agency!
 We offer a competitive base salary, comprehensive benefits package that includes family medical and dental coverage, 403(B), pension plan and over six weeks of paid time off.

Experience Required/Qualified applicants will have:

- A Bachelor's degree
- Five years of experience in development/professional fundraising.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Be able to embrace the Life's WORC mission and possess skills to work with & motivate staff, Board members and volunteers.
- A self-starter and goal driven attitude to initiate donor visits and fundraising calls.
- The Ability to work independently, represent the organization in a professional manner and build external relationships.
- Knowledge of fundraising software applications, including database management/integration, tracking/networking systems and event management software

Application Instructions: For consideration, email your letter of interest, salary requirement and resume to Laura Lovelock at llovelock@lifesworc.org.

Website: www.lifesworc.org

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LEVEL (Part Time)		Listed Sept 2017			
Grant Writer (Part-Time)	Island Harvest	\$ Commensurate with Experience	Randy Rosenberg		hr@islandharvest.org See Application Instructions below

Brief Description of Organization: Island Harvest, the largest hunger relief organization on Long Island, serves as the bridge between those who have surplus food and those who need it.

Responsibilities:

- Research new, prospective and current funders.
- Write, edit and submit timely proposals and reports.
- Maintain a calendar of institutional proposal and report deadlines.
- Acquire new major contributors via prospect research, solicitation and cultivation.
- Ensure proper acknowledgement of our major contributors.

Experience Required:

- Bachelor’s degree or equivalent experience.
- 5 successful years in private/institutional/direct mail fundraising with a strong track record of results.
- Grant writing experience is required.

Application instructions: Forward cover letter, a copy of a grant that you wrote and submitted, salary requirements and resume: Randy Rosenberg at hr@islandharvest.org. **No phone calls, please.**

Website: www.islandharvest.org

Other notes on listing: This is a part-time position – approximately 8 hours per week. Can be 1 full day or 2 half days.

Island Harvest is an Equal Opportunity Employer

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MID LEVEL	Listed Sept 2017				
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Development Director	VIBS, Victims Information Bureau of Suffolk - Islandia	\$ Commensurate with Experience	Laurie Hulbert VIBS 185 Oval Drive Islandia, NY 11749	Ph: 631-360-3730 ext. 143 Fax: 631-366-5242	lhulbert@vibs.org See Application Instructions below
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Brief Description of Organization: Established in 1976, Victims Information Bureau of Suffolk (VIBS) has been a pioneer in the domestic violence and rape crisis movements.

Responsibilities: Some job responsibilities include:

- Drive the creation of best-in-class development systems and structures that will support an effective, efficient, sustainable, and professional fundraising program
- Develop and implement a comprehensive, multi-year strategic development plan designed to meet aggressive goals for growth across all funding streams
- Work closely with the ED, strategically leveraging her time so that her investments in fundraising and communications produce the greatest possible ROI

Experience Required:

- Bachelor's degree required
- Two years' experience in development
- Three years' experience in fundraising
- Must pass criminal background check
- Personal qualities of humor, integrity, credibility
- Must be aligned with the mission of VIBS

Application instructions: Go to www.vibs.org and click "jobs." There you will find our current job openings, and how to apply.

Website: www.vibs.org

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MID LEVEL		Listed Sept 2017			
Senior Grants Officer	SCO Family of Services	\$ Commensurate with Experience	Casey Amorizzo or Brian Leidy	Ph: 516-671-1253 ext. 1875	camorizzo@sco.org or bleidy@sco.org See Application Instructions below
<p>Brief Description of Organization: <i>SCO Family of Services has provided vital human services throughout New York City and Long Island for more than 100 years. SCO helps vulnerable New Yorkers build a strong foundation for the future. We get young children off to a good start, launch youth into adulthood, stabilize and strengthen families and unlock potential for children and adults with special needs.</i></p> <p>Responsibilities: Coordinate and interface with program staff to develop foundation and government grant proposals, Write and edit foundation and government grant proposals, cover letters, follow-up correspondence, interim and final reports as assigned for foundation, government and corporate opportunities, Manage tracking systems for foundation proposals, government grant applications, reports and materials in order to meet deadlines and reporting requirements. All other assigned duties as seen fit by Department.</p> <p>Experience Required: Strong time-management skills and ability to uphold deadlines, Knowledge of fundraising best practices, standards and ethics, At least 2 years of grants experience or comparable work with foundations, preferably at a nonprofit organization with a budget of at least \$10 million, proven track record</p> <p>Application instructions: Apply online or email Casey Amorizzo or Brian Leidy</p> <p>Website: https://sco.taleo.net/careersection/jobdetail.ftl?job=24476&lang=en#.WHANpMeZ4cY.link</p> <p>Other notes on listing: Benefits available: SCO Family of Services offers a variety of benefits for full time staff. This includes 24 paid vacation days, 12 sick days, and 12 paid holidays. SCO also offers Medical, Dental and Vision insurance as well as 403B retirement plans. Other benefits available include tuition reimbursement plans, flex medical accounts, flex commuter benefit accounts, employee discounts at numerous locations and prescription saving plans.</p>					

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SENIOR LEVEL		Listed Sept 2017			
Vice President for Institutional Advancement & Executive Director, Lehman College Foundation	Lehman College CUNY	\$ Commensurate with Experience	Flavio Furtado		Lehman@glfreeman.com See Application Instructions below
<p>Brief Description of Organization: Lehman College, a senior college of The City University of New York, (Lehman) seeks a mission-driven, strategic, innovative, and entrepreneurial (VPIA & ED), Lehman College Foundation.</p> <p>Responsibilities: Reporting to President Cruz and have accountability to the Lehman College Foundation Board, the VPIA & ED must bring visionary fundraising leadership, marked by a solid track record of increasing philanthropic support, the purposeful expansion and diversification of philanthropic revenue, extensive campaign and leadership experience, and success in soliciting and achieving significant gifts.</p> <p>Experience Required: The VPIA & ED will inspire the staff through effective motivation, mentoring, and team building.</p> <p>Application instructions: Lehman College has retained Freeman Philanthropic Services, LLC to facilitate this executive recruitment. Please send confidential inquiries and applications directly to Freeman Philanthropic Services, LLC via e-mail at Lehman@glfreeman.com.</p> <p>Website: http://www.lehman.cuny.edu</p>					

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SENIOR LEVEL			Listed Sept 2017		
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Director of Development	Sacred Heart Academy, Hempstead	\$ Commensurate with Experience	Roseann Bruno	Ph: 516-483-7383 ext 321	rbruno@sacredheartacademyhempstead.org See Application Instructions below
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Brief Description of Organization: Rooted in the mission of the Sisters of St. Joseph, Sacred Heart Academy is a Catholic college preparatory school dedicated to the intellectual and personal growth of young women.

Responsibilities: The Director of Development is responsible for the planning and implementation of the comprehensive fundraising program at Sacred Heart Academy. The position is responsible for the creation and management of the Annual Fund, as well as the identification, solicitation and stewardship of major gifts and planned giving prospects. Major goals of the position are to grow the percentage of donors by identifying and engaging new prospects. The Director of Development will work closely with the Director of Alumnae Relations, specifically in support of the major fundraising events – annual dinner dance and golf outing. The position will also manage the work of the gift processing and database specialist. Qualified candidates must have an authentic appreciation of Sacred Heart’s mission and commitment to Catholic values in order to be able to effectively inspire prospective benefactors to support and invest in Sacred Heart’s future.

Experience Required:

- Proven experience in development with demonstrated accomplishment in achieving fundraising targets and building productive relationships
- Excellent communication and interpersonal skills, together with the ability to work collaboratively with colleagues, alumnae, other constituents
- Strong writing, planning and organizational skills
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment
- High professional and ethical standards for handling confidential information
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Experience with fundraising databases and reporting uses
- Ability to travel and work evenings and weekends as needed
- Bachelor's degree

Application instructions: Email your cover letter and resume to Roseann Bruno at rbruno@sacredheartacademyhempstead.org.

Website: www.sacredheartacademyhempstead.org

Other notes on listing: Position duties and responsibilities include but are not limited to:

- Analyze fundraising progress, trends, and comparisons to develop data-driven approaches to work
- Develop social media strategies to drive annual fund participation
- Create appropriate and manageable prospect portfolios for all members of IA team, including president
- Develop strategies for the cultivation, solicitation and stewardship of the prospect portfolios
- Conduct established number of face to face solicitations
- Manage moves management process for all IA team members – conduct bi-weekly strategy and progress meetings, hold accountable all identified actions
- Prepare grant requests for identified foundations and corporations
- Initiate Planned Giving special events and informational programs.
- Steward existing donors through creative engagement opportunities in alumnae relations and school life
- Manage the gift processing and database specialist to create accurate and timely gift reports, acknowledgements and prospect research
- Responsible for fundraising targets of 2 major fundraising events - annual dinner dance and golf outing
- Oversee and balance the IA office budget in conjunction with the Finance Department

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MID LEVEL		Listed Sept 2017			
Senior Grants Officer	SCO Family of Services	\$ Commensurate with Experience	Casey Amorizzo or Brian Leidy	Ph: 516-671-1253 ext. 1875	camorizzo@sco.org or bleidy@sco.org See Application Instructions below

Brief Description of Organization: *SCO Family of Services has provided vital human services throughout New York City and Long Island for more than 100 years. SCO helps vulnerable New Yorkers build a strong foundation for the future. We get young children off to a good start, launch youth into adulthood, stabilize and strengthen families and unlock potential for children and adults with special needs.*

Responsibilities: Coordinate and interface with program staff to develop foundation and government grant proposals, Write and edit foundation and government grant proposals, cover letters, follow-up correspondence, interim and final reports as assigned for foundation, government and corporate opportunities, Manage tracking systems for foundation proposals, government grant applications, reports and materials in order to meet deadlines and reporting requirements. All other assigned duties as seen fit by Department.

Experience Required: Strong time-management skills and ability to uphold deadlines, Knowledge of fundraising best practices, standards and ethics, At least 2 years of grants experience or comparable work with foundations, preferably at a nonprofit organization with a budget of at least \$10 million, proven track record

Application instructions: Apply online or email Casey Amorizzo or Brian Leidy

Website: <https://sco.taleo.net/careersection/jobdetail.ftl?job=24476&lang=en#.WHANpMeZ4cY.link>

Other notes on listing: Benefits available: SCO Family of Services offers a variety of benefits for full time staff. This includes 24 paid vacation days, 12 sick days, and 12 paid holidays. SCO also offers Medical, Dental and Vision insurance as well as 403B retirement plans. Other benefits available include tuition reimbursement plans, flex medical accounts, flex commuter benefit accounts, employee discounts at numerous locations and prescription saving plans.