

ASSOCIATION OF FUNDRAISING PROFESSIONALS, LONG ISLAND CHAPTER
Career Opportunities and Positions Sought Listing as of September 13, 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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MID LEVEL		Listed Sept 2017			
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

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 August 2017		
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Director of Development	Big Brothers Big Sisters of Long Island (BBBSLI)	\$ Commensurate with Experience	Carmelina Vassallo	Ph: 631-234-0000 x207 Fax: 631-232-7955	Cvassallo@bbbsli.org See Application Instructions below
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Brief Description of Organization: Big Brothers Big Sisters of LI (BBBSLI) is a private, non-sectarian organization whose mission is to provide children facing adversity with strong and enduring, professionally supported, one-to-one mentoring relationships that change their lives for the better, forever.

Responsibilities: The Director of Development is responsible for the development and fundraising efforts that support the mission of the Agency. This includes relationship management, supporting and enhancing a culture of giving, cultivation, solicitation and stewardship of individual grant funders and corporate donors to help fulfill Agency objectives.

Experience Required:

- Bachelor’s Degree
- Minimum 3 - 5 years’ experience in fund development
- Must possess valid driver’s license and ability and willingness to travel
- Excellent oral and written communication skills
- Demonstrated experience managing a portfolio of donor and potential donors with a proven track record of building relationships
- Effective, experienced and confident public speaker
- Expertise in forging strong relations with external constituents; fundraising experience, particularly in securing gifts and/or working with high net worth individuals
- Ability to motivate and lead staff, volunteers and members of the donor community

Application instructions: Please submit cover letter, including salary requirements, and resume via mail, email or fax to:

Carmelina Vassallo
 Director of Human Resources
 145 Sycamore Avenue
 Islandia, NY 11749
cvassallo@bbbsli.org
 fax (631)232-7955

Website: www.bbbsli.org

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SENIOR LEVEL		Listed Sept 2017			
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
<p>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.</p> <p>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.</p> <p>Experience Required:</p> <ul style="list-style-type: none"> • 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 <p>Application instructions: Email your cover letter and resume to Roseann Bruno at rbruno@sacredheartacademyhempstead.org.</p> <p>Website: www.sacredheartacademyhempstead.org</p> <p>Other notes on listing: Position duties and responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • 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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SENIOR LEVEL			Listed Sept 2017		
Grants Coordinator	Sisters of St. Joseph	\$ Commensurate w/ Experience	James R. Rennert, CFRE		rennert@csjbrentwood.org Website: www.brentwoodcsj.org
<p>Brief Description of Organization: The Sisters of St. Joseph are the largest order of Catholic Sisters on Long Island. They work in education, health care, social justice, ecology social service, and immigration.</p> <p>Responsibilities: Position Summary: The Grants Coordinator is responsible for overseeing all aspects of grant funding for programs and initiatives of the Sisters of St. Joseph. This position reports to the Director of Mission Advancement at the Sisters of St. Joseph. Excellent Benefits Package.</p> <p><u>FUNCTIONAL RESPONSIBILITIES</u></p> <p><u>Proposal Development</u></p> <ul style="list-style-type: none"> • Research and contact potential, government, foundation and corporate funders to support program, organizational development, capital, and other projects and initiatives of the Sisters of St. Joseph. • Research, write, and submit competitive proposals to private and public foundations, corporations, and government agencies. • Consult with the program and ministry staff to identify system-wide priorities. • Convene and coordinate grant planning committees. • Coordinate proposal development with staff and outside consultants. • Maintain required registrations and grant research organization dues. <p><u>Grant Management</u></p> <ul style="list-style-type: none"> • Complete and submit to funders mid-term and final reports, and other required paperwork. • Work with finance staff to track fund disbursement and develop financial reports. • Maintain grant-related reference resources including funder research files, grant application deadlines, grant reporting schedules, and other information as needed. • Maintain database records of funders and grants received. • Develop and update boilerplate information. <p><u>Communications</u></p> <ul style="list-style-type: none"> • Establish and expand relationships with grant funders and community partners. • Communicate as needed with potential funders. • Work with Communications Director to write marketing, public relations materials and media releases. • Coordinate communications with local, state, and national legislators. • Communicate regularly with the Sisters of St. Joseph program and ministry staff to build knowledge and awareness of grant-related practices and opportunities. <p>Experience Required:</p> <ul style="list-style-type: none"> • BA degree in related field and three or more years of experience in grant development, or any equivalent combination of education and experience that provides the necessary level of skill, knowledge, and ability. • Computer proficiency, particularly in MS Word, MS Excel, Results Plus, and online research (Foundation Center, Catholic Funding Guide, Guidestar, etc.). • Knowledge of grant research and application processes. • Knowledge of government and non-government grant programs. • Understanding the details and nuances of writing grant budgets for government, corporate and family foundation grant applications. • Excellent writing skills. • Excellent organizational skills. • Ability to work under pressure to meet deadlines. • Ability to take initiative, work independently, and use innovative techniques and ingenuity to prepare grant applications. • Experience in developing grants for Catholic, ecology, education, immigration, social service, and health care related projects and activities helpful. • Experience in federal, state and local government grant researching and writing. • Experience in researching and writing corporate and family foundation grants. <p>Application instructions: E-mail resume and cover letter to James R. Rennert, CFRE at rennert@csjbrentwood.org.</p>					

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