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JOB POSTING

Development Manager

Background

The Center for Anti-Violence Education (CAE) is a multi-racial, intergenerational, community-based, not-for-profit organization that develops and implements violence prevention programs. CAE's holistic programs help women, teens, children, survivors and LGBTQ individuals build skills, heal from past abuse, and organize to counter the destructiveness of violence. CAE brings a feminist perspective to its mission and a commitment to fighting racism, heterosexism and gender oppression to all its activities.

Development Manager

CAE seeks a highly motivated fundraising professional with a strong interest in violence prevention to join our growing team as the full-time Development Manager. The Development Manager will report to the Executive Director and will work in close collaboration with CAE's five full-time staff members, as well as board members and volunteers. The establishment of this position offers exciting opportunities for the organization's future growth during a time of expansion.

Particularly post election, in a time when violence against women, as well as anti-immigrant and anti-Muslim discrimination is being normalized through the rhetoric of an oppressive political climate, this new hire will have an opportunity to play a significant and integral part in CAE's plans to expand much-needed violence prevention, self-defense and bystander/Upstander programs.

CAE is a great place to work! We are looking for someone who can contribute to our positive, hard-working, creative and fun office environment.

Primary Responsibilities

The responsibilities of the Development Manager will include:

- **Grants.** Overseeing both foundation and government grants as well as corporate support, including identifying sources, cultivating relationships, writing proposals, developing budgets, managing the application and reporting processes
- **Individual giving.** Supporting individual giving, including appeal campaigns, completing build out of our new CRM system, and working with the Executive Director to support individual donor fundraising
- **Annual events.** Managing aspects of annual fundraising event(s), with staff, board members and volunteers
- **New opportunities.** Identifying new and innovative funding leads, prospects, and strategic opportunities for the organization
- **Management.** Managing interns, volunteers, and staff as needed on fundraising and communications efforts

Qualifications

The ideal candidate will have:

- Excellent writing skills, and demonstrated ability to write strong, compelling, and succinct grant proposals and/or donor letters, as well as ability able to write in more than one voice and medium
- Excellent project management skills including a high level of organization and attention to detail
- Two or more years of experience in nonprofit development work
- A strong commitment to CAE's work and to social justice
- Ideally this candidate will also have an understanding of complex issues affecting women, people of color, LGBTQ communities and survivors of violence.
- Preferred experience with grant writing management, and corporate and foundation relations
- Preferred experience with fundraising databases
- Preferred experience coordinating events
- Ability to work effectively both independently and collaboratively with staff and volunteers, and with people from a variety of backgrounds.
- Interest in working with a small but growing organization, and flexibility to adapt as organization grows
- Internet savvy (experience maintaining and updating WordPress websites a plus, as well as using email marketing such as Mailchimp); excellent computer skills, including Microsoft Office; experience with fundraising databases (Giftworks a plus); and proficiency with Google Applications (GCal, Google Docs, Google Alerts)
- Budgeting experience a plus
- Communications experience a plus

Salary & Benefits

Salary commensurate with experience. Excellent benefits including four weeks of vacation, an employer-sponsored health plan, and the option to enroll in CAE's flexible spending account. We also offer staff the opportunity to train for free in tai chi or chi gung. CAE provides a collaborative, supportive and vibrant work atmosphere that also strives for excellence.

How to Apply

To apply, please mail application materials in a single PDF document of no more than 3 MB, to jobs@caeny.org with the subject line "Development Manager." Your application should include: a resume including preferred salary range, a cover letter detailing your relevant experience and interest in the position, a list of three professional references with contacts, and a short writing sample (3-5 pages, ideally from a grant proposal or other development-related work).

CAE is an equal opportunity employer and strongly encourages people of color, women, persons with disabilities and LGBTQ candidates to apply.