



Mission

Community Resource Center (formerly Hispanic Resource Center) is a 501 (c)(3) community-based organization founded in 1998 to empower immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

Position

CRC seeks an energetic, hard-working, mission driven, self-motivated, results-oriented director of development with a minimum of 5 years' experience in fund development and fundraising management. This position is optimal for someone who wants to grow a development department from the ground up.

Key Responsibilities and Skills Required

- Provide vision, leadership, and management for all aspects of fundraising
- Partner with the executive director and the Board of Directors to establish and achieve fundraising and strategic goals for the organization
- In partnership with the executive director and the board, represent the organization to individual and institutional donors
- Partner with the executive director to create a Board leadership pipeline
- Develop an annual fundraising plan based on Board and administration priorities
- Raise funds from individuals, foundations and government sources, and identify new sources of support
- Research and identify potential donors and sponsors and implement strategies to foster positive relationships
- Partner with foundations to acquire new grants and manage existing ones.
- Expand and strengthen CRC's individual donor program
- Maintain robust social media campaigns to engage prospects and individual donors
- Oversee coordination of special events
- Partner with the executive director and communications consultants to develop donor communications materials
- Prepare monthly fundraising reports for executive director and Board
- Serve as a member of the leadership team.

Qualifications

- Bachelor's degree required.
- 5+ years' experience in development and fundraising
- Extensive knowledge of fundraising strategies and principles

- Successful fundraising experience with cultivating, engaging, and expanding donor relationships with a wide variety of donors, including major individual donors.
- Experience working with a Board of Directors.
- Knowledge and experience building effective development programs.
- Excellent written, oral and social media communication skills.
- Experience planning and implementing events.
- Computer skills, including Word, Excel, Power Point, and Donor Perfect

Traits and Characteristics

- Passionate commitment to the goals and mission of CRC
- Highly organized
- Ability to communicate internally and externally
- Excellent writer and public speaker
- Experienced manager

Compensation and Benefits

Compensation range is \$75,000-85,000. Benefits include employer paid health and dental insurance; 401k, paid vacation, personal time, and 13 paid holidays.

Applications and Inquiries

Please submit a cover letter and resume with three references to: Jirandy Martinez at jmartinez@crcny.org.

Community Resource Center is an equal opportunity employer that welcomes any qualified applicant and values diversity of all kinds.