



**New York City Anti-Violence Project**  
116 Nassau Street, 3rd Floor  
New York, NY 10038  
212.714.1184 voice | 212.714.2627 fax  
212.714.1141 24-hour hotline

**Title:** Director of Development  
**Department:** Development  
**Reports to:** Executive Director

The New York City Anti-Violence Project (AVP) envisions a world in which all lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected people are safe, respected, and live free from violence. AVP works to empower LGBTQ and HIV-affected communities and allies to end all forms of violence through organizing and education, and supports survivors through counseling, advocacy and legal representation.

AVP is currently celebrating its 40<sup>th</sup> Anniversary, and since its beginning has been at the forefront of defining and shaping a movement to address and prevent violence.

### **PRIMARY FUNCTIONS AND BACKGROUND**

AVP seeks a Director of Development who has overall responsibility for the conceptualization, management and implementation of AVP's fundraising programs. AVP is looking for a seasoned leader to help the organization strengthen its existing relationships with funders and build a larger, more engaged and diverse funding base. Over the past five years, AVP has experienced steady growth with our budget increasing from \$3.6 M to the current \$6 M budget.

AVP's work is more relevant and critical than ever. The communities AVP serves are simultaneously impacted by the COVID-19 pandemic and subsequent economic downturn, increase in violence, and the uprisings and activism demanding an end to state violence and anti-Black racism. AVP's work is directly connected to the urgency of this moment. During this time, when police and hate violence are at tragic levels, AVP's core work addresses and aims to prevent violence and prioritizes those in our community most marginalized and impacted including Black trans women, other people of color, transgender, gender nonconforming and non-binary people, immigrants and low-income people.

Despite cancelling fundraising events and temporarily pausing anniversary activities during the pandemic, AVP has just secured the largest single gift in its history. We seek an innovative and inspiring leader who can help AVP develop fundraising strategies that speak to the challenges and opportunities in this particular moment. Our next Director of Development will have a vision for how AVP can continue to achieve ambitious fundraising goals during the reset of our anniversary campaign and beyond.

The Director of Development leads a three person department that includes a Development Coordinator and an Individual Giving Manager. The team also periodically utilizes consultant support.

### **DUTIES AND RESPONSIBILITIES**

#### **Develop and Implement Fundraising Strategy**

- Develop and implement a comprehensive fundraising strategy to ensure that AVP's revenue meets its annual funding objectives and broadens its donor base through: individual and major donor recruitment and retention, foundation grant writing, corporate giving, planned giving, digital fundraising, and in-person and virtual events planning.

- Cultivate relationships and work collaboratively with the Board of Directors, Board Development Committee, staff, volunteers and other stakeholders, and ensure that they have the tools and support they need to help carry out AVP's fundraising plan.
- Represent AVP to current and potential donors and funders and forge and maintain relationships that result in new and renewed giving at the highest levels.
- Provide support for government fundraising efforts led by program staff.

#### **Manage Development Team**

- Build a cohesive development team that strives for excellence.
- Ensure supervision, support, professional development and evaluation of staff.
- Engage and manage fundraising consultants, as needed.

#### **Provide Visionary Leadership**

- Lead strategic visioning for the department and help lead organization-wide visioning.
- Foster a positive, healthy, sustainable, innovative, results-oriented work environment.
- Participate in AVP's Management Team.
- Work collaboratively with other departments to ensure communication and cooperation.
- Participate in AVP's staff-led Anti-Oppression Process.

#### **Oversee Administrative Systems**

- Ensure that appropriate systems and processes are in place for effective identification, tracking and recognition of donors and prospects and reporting.
- Oversee the management of funding contracts and funder relationships.
- Oversee the preparation and management of budgets and reports for the department, and with the Executive Director and the Management Team, prepare the organization's annual budget.

#### **QUALIFICATIONS**

- A minimum of five years' experience as a non-profit Development Director with a demonstrated track record of designing an overall fundraising plan and growing and diversifying donor bases.
- Experience leading fundraising from multiple funding streams including: individual and major donors, foundations, corporations, planned giving programs, digital fundraising and events planning.
- Experience leading and supervising staff and developing a spirit of teamwork.
- Knowledge of "best practices" in the fundraising field along with a creativity and a willingness to be bold, take risks.
- Demonstrated experience and ability to support board members and volunteers to be effective organizational ambassadors and fundraisers.
- Superior oral, written, presentation and interpersonal skills.
- Must be highly organized, even-keeled, be willing to roll up one's sleeves to get the job done, be positive, solution-oriented, and have a sense of humor.
- Commitment to social justice and advancing anti-racism and anti-oppression in a professional setting.

**This is a director-level, exempt position with a salary range of \$95,000 – \$110,000, depending on experience. Good benefits and working environment. This position is based in the AVP office in Manhattan, but currently remote due to COVID-19.**

#### **TO APPLY**

Upload cover letter, resume, and writing sample as a single PDF to <https://bit.ly/avpishiring> by March 1, 2021.

*No phone calls, please.* Candidates will be notified if we are seeking an interview; because of high volume of responses it may not possible to respond to all inquiries.

*AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. This is no minimum education requirement for this position.*