



New York City Anti-Violence Project
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JOB ANNOUNCEMENT – DEVELOPMENT PARTNERSHIPS MANAGER

The New York City Anti-Violence Project (AVP) is excited to welcome a new member to our team! We're looking for a tenacious and enterprising team member who is a passionate development generalist excited to support our mission. You will serve as a member of a three-person development department, working to increase donations annually by at least 5-10%. We'll invite you to join a highly collaborative team consisting of the Director of Development and Development Operations Manager.

AVP empowers lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected communities and allies to end all forms of violence through organizing and education and supports survivors through counseling and advocacy. We were one of the first LGBTQ anti-violence organizations in the country and are a national leader in the anti-violence movement.

As the Development Partnerships Manager, you will bolster the capacity of the department, with a focus on external interactions. Our goal is to support you while giving you the space to take ownership of specialized programs such as monthly giving and new donor support. You will consistently identify opportunities to cultivate relationships with corporations, individuals, foundations, and government funders. That means you'll have your finger on the pulse of our existing donors and be a part of guiding their experience with AVP and its work while thinking about helping our portfolios grow.

More on what you'll do:

- Design, develop, and implement first drafts of donor communications, grant proposals and other written materials as needed with the support of the Director of Development.
- Track donor needs and gifts, and the systems that make those tasks possible.
- With the rest of the team, identify new and likely donor prospects, completing research profiles and strategic recommendations for cultivation tailored to each.
- Develop strong relationships with new and current donors to expand our reach including a robust corporate volunteer program and a growing list of institutional funders.
- Create programs and events, with guidance from the Director, that will engage small gift and monthly donors such as peer-to-peer online giving campaigns and an associate board.
- Support planning and managing of fundraising and cultivation events.

Applicants should be:

- *A Driven Professional:* you're equipped with 2-5 years of experience in nonprofit development and ready to grow with a strong team. You are committed to a career with impact;
- *A Relationship Builder:* you are genuinely curious about new people and possess strong listening skills. You like learning what motivates people, what inspires their generosity, and makes them feel appreciated;
- *A Team Player:* you are skilled at keeping yourself on track, supporting others, and seeking support;
- *Persistent and Optimistic:* you are intrinsically motivated and undaunted by ambitious goals. You have the creativity and tenacity to find your way around a "no" answer to a more productive "not right now," "maybe," or best yet, "yes;"
- *A Conscientious Communicator:* you are excited to work with a team and develop systems to reach goals together through efficient communication. You are skilled at writing pitches, letters, social media posts and more that tell stories;
- *Bonus if you are:* familiar with the NYC LGBTQ funder landscape and/or familiar with Raiser's Edge.

This position offers the opportunity to work in an organization that:

- Approaches our work from anti-oppressive and trauma-informed principles, internally and externally, recognizing we always have room to grow;
- Values collaboration and creativity in our passionate team;
- Centers the work on those most impacted by violence, working to find community based, and community-led solutions;
- Is committed to providing strong supervisory support and professional development opportunities.

This is an at-will, exempt position with a salary range of \$64,000 - \$68,000. Hours are generally 10am – 6pm, Monday through Friday but you will be occasionally asked to work during the evening and/or weekend to support AVP’s fundraising events. This position is based in the AVP office in Manhattan, but is currently remote due to COVID-19.

Good benefits and working environment. Benefits include, but are not limited to, paid time off amounting to over 5 weeks in first year of employment plus generous sick time, medical, dental, vision, life, and disability insurance, 403(b) retirement investment plan (employee contribution only), flexible spending accounts for medical and transit costs, pooled sick leave, paid family leave, and flexible/remote work options.

Interested applicants can upload their cover letter, resume, and 1 – 2 page writing sample as a single PDF to <https://bit.ly/avpishiring> by August 6, 2021.

No phone calls, please. Candidates will be notified if we are seeking an interview; because of the high volume of responses it will not be possible to respond to all inquiries. Interviews will be scheduled on a rolling basis.

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. There is no minimum education requirement for this position.