



Position: Development Manager

Start Date: September-October 2022

To Apply: Submit resume and cover letter to application link or to bright@futuresignite.org

About Futures Ignite:

Founded in 2012 by the Washington Heights Expeditionary Learning School (WHEELS), Futures Ignite (FI) has 10 years of experience investing in New York City's high school students' futures. Using WHEELS as a catalyst for expanding student opportunities for high school and beyond, FI's mission is to amplify youth and community power by inspiring, guiding and advocating for youth to determine their college, career, and leadership futures. FI provides leadership development, postsecondary advisement, and career exposure for students and alumni from the Washington Heights Expeditionary Learning School (WHEELS). Our work with 1,500 WHEELS students and alumni has achieved impressive results, which you can learn more about [here](#).

About the Development Manager position:

Futures Ignite is seeking a Development Manager (DM) to provide collaborative and hands-on leadership of our fundraising program at a time of significant organizational growth and development. The DM will collaborate with the Executive Director (ED) to create, spearhead, and co-manage annual and multi-year fundraising plans to support our annual operating budget, and will identify the strategic partnerships, tools and messages that will ensure the success of those plans. This is a new full-time position reporting to the Executive Director. This position will play a pivotal role in ensuring FI has adequate resources to achieve impact and scale our organization. Our funding includes a mix of revenues, including foundations, individuals, corporations and government. We plan to build all areas, with the most strategic focus on expanding our individual giving program.

Responsibilities:

Fundraising Leadership & Execution

- Work closely with the Executive Director to manage and deepen relationships with existing institutional funders and major donors to build on the success of our current fundraising program.
- Create and implement an individual stewardship program aimed at broadening, retaining and cultivating deeper ties with Future Ignite's significantly expanded donor base.
- Identify prospective major donors and create detailed strategies to secure their support.
- Identify opportunities to retain existing corporate support and secure new corporate partners and supporters.

- Work closely with the Executive Director to generate opportunities for and to support board involvement in fundraising.

Management & Administration

- Ensure that the systems, software and protocols necessary for an effective fundraising program are in place, including robust and efficient donor engagement, gift tracking, grant proposal and application submission calendar, and reporting systems.
- Supervise and mentor a full-time Development & Communications Associate (DCA) and other fundraising staff.

Events & Campaigns

- Collaborate with ED, Board of Directors, DCA, and gala consultants to conceive, lead and execute annual gala in May, a significant undertaking that includes securing honorees, sponsors, and planning and executing for all major event details.
- Support DCA to spearhead fundraising campaigns and events, including Giving Tuesday, Annual Appeal, NYRR Marathon, and December holiday cultivation event.
- Collaborate with DCA, program staff and board to recruit for and lead volunteer events and cultivation opportunities.

Communications:

- Support DCA to develop and execute external communications efforts, including managing website and social media.
- Assist ED and DCA to leverage communications opportunities for development purposes and ensure consistent language and branding.

Desired Qualifications:

- Comfortable working in a small, growing and resourceful nonprofit organization that achieves outside impact; eagerness to embrace the opportunity to lead tremendous growth of organization.
- Demonstrated ability to prioritize and triage a full and dynamically changing set of activities and priorities, all the while keeping focused on the big picture and the monetary goals to be achieved.
- Exceptional written and oral communications skills, with ability to work fluidly across all levels, build collaboration and buy-in and generate support from internal and external stakeholders; ability to craft and articulate nuanced, sophisticated cases for support to diverse audiences and constituents.
- Excitement about Futures Ignite's mission. Ability to succinctly articulate Futures Ignite's mission and case for support in a clear and compelling manner.
- Exceptional relationship-building skills.
- Fluency in Microsoft Office; strong familiarity with one or more CRMs, and with prospect research tools and deliverables
- Bachelor's degree plus minimum of 5-7 years of fundraising experience, with increasingly senior roles and responsibilities

Benefits and Compensation

- Salary \$80,000-\$95,000
- Health Insurance (medical, dental, vision)
- Generous PTO, including 20-25 PTO depending on tenure, 12 holidays, 10 safe/sick days and additional bonus days provided annually
- Quiet Summer Fridays (no meetings and half days on Fridays)
- Flex spending and 401(k) accounts
- FI offers a flexible and hybrid working environment. This position will require regular in-person attendance to support fund development and donor cultivation activities at our community storefront location at 344 Audubon Ave., New York, New York 10033, as well as around the corner, at our main school site at WHEELS.

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. Futures Ignite is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. Futures Ignite is an equal opportunity employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth, or related medical conditions), age, veteran status or other legally protected characteristics.

To apply, please send a resume in Jazz HR along with a cover letter that clearly addresses why you would like to join the Futures Ignite team AND how your experience has prepared you for the challenges of this role.