

My Sisters' Place  
One Water Street 3<sup>rd</sup> floor  
White Plains, New York 10601  
914.683.1333  
914.683.1412 fax  
[www.mysistersplaceny.org](http://www.mysistersplaceny.org)

<b>Job Title:</b>	<b>Development Officer</b>
<b>Job Classification:</b>	Regular/ full time or flexible
<b>Department:</b>	Development & External Affairs Department
<b>Position Reports To:</b>	Director of Development & External Affairs

### **Organization Mission:**

My Sisters' Place strives to engage each member of society in our work to end domestic violence, so that all relationships can embrace the principles of respect, equality and peacefulness. Since 1978, we have advanced this mission throughout Westchester County with advocacy, community education, and services for those harmed by domestic violence.

My Sisters' Place seeks a Development Officer who will work closely with the Executive Director, Director of Development and all staff with respect to the spectrum of fundraising including:

- 1) Private and family foundations, corporate giving, and online fundraising;
- 2) Public grants including identifying, assessing and completing government requests for proposals including renewal applications and reporting;
- 3) Media and communications including e-philanthropy (i.e. website management, social media, e-news) press (i.e. press releases, press kits, letters to the editor etc.) and marketing materials.

### **Responsibilities**

The main responsibilities include but are not limited to:

#### *Foundation and Corporate Fundraising*

- Maintain and grow private and family foundation grants and corporate giving
- Research, identify and evaluate private and corporate funding opportunities that align with the organization's overall mission
- Cultivate relationships with private funders
- Coordinate, manage and track applications for project-specific and general support grant and foundation opportunities
- Work collaboratively with program staff to complete renewal applications and new funding proposals
- Work collaboratively with Development Staff to carry out the department's annual strategic fundraising plan and special events
- Manage and drive the agency's online fundraising concurrent with the agency's annual campaign
- Work closely with Development staff to manage agency's donor database

#### *Government Fundraising*

- Work closely with agency staff to understand the agency's needs and opportunities for expansion
- Research, identify and evaluate new public funding opportunities (federal, state and local) that align with the organization's overall mission
- Provide analysis of potential funding opportunities; manage the internal review process and key deadlines for proposal submission

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- Manage the complete process of preparing and submitting high-quality, competitive proposals; includes extensive writing, working closely with the finance department on project budgets, and ownership of all required documentation
- Work collaboratively with program staff to complete renewal applications and new funding proposals
- Work collaboratively with agency's finance department and Contracts Manager to manage agency's government contracts including timely submission of renewal applications, reports and budget modifications
- Maintain a master list and timeline of applications, proposals, reports and relevant deadlines

*Media and Communications*

- Coordinate and author agency-wide initiatives including website, all electronic communications media, and agency materials
- Update website, maintain website accuracy and functionality; track website usage and functionality
- Author and track regular e-updates for MSP supporters; manage MSP's social networking communications
- Monitor media coverage of issues relevant to MSP; track trends in key areas; maintain archive of media coverage of MSP
- Write for other agency needs including speeches, letters to the editor, government testimony, white papers and legislative outreach letters.

**Requirements:**

- Bachelor's degree, graduate degree helpful
- Superb interpersonal, speaking, and writing skills, and ability to apply these skills in diverse situations
- Four plus years grant/proposal writing experience, preferably dealing with both public and private sector prospects
- Familiarity with the government contracting process and public funding streams
- Understanding of budgeting and staffing constraints/concerns
- High-level of competency with Microsoft Office suite, database programs, online research and Web-based applications
- Ability to be flexible and work as part of a team as well as independently
- Strong time-management skills and demonstrated ability to multi-task

**Salary:** Commensurate with experience

To apply please send resume, cover letter and two writing samples to:

Email: [development@mysistersplaceny.org](mailto:development@mysistersplaceny.org)

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NO CALLS PLEASE