



JOB DESCRIPTION

DATE: April 10, 2019

POSITION: Manager, Advancement and Special Events - The New York Project

REPORTS TO: Executive Director, The New York Project

FLSA STATUS: Exempt

HOURS: Full-time

SHORT DESCRIPTION

The Advancement and Special Events Manager will be a humble, hungry and smart leader who will play a central role in building momentum to a complicated and ambitious 10-year strategy. In partnership with the Executive Director, s/he will be a donor-centric professional who will be a significant player in the design of the strategy, systems, and processes needed to ensure that fundraising and related special events are carried out to meet goals of the New York Project.

RESPONSIBILITIES

Fundraising and Relational Strategy

- Assist in the development and implementation of annual and multi-year fundraising goals
- Manage major donors and prospective relationships. Build and maintain a system to track relationship, contact and commitments
- Assess development efforts and create a plan to understand what works, what doesn't, and how we should prioritize both long-term strategy and short-term tactics
- Create, clean up and maintain a system of tracking donor interactions, invites, event attendance, commitments and integrates such data in Salesforce

Special Events

- Manage all aspects of donor and fundraising events. Oversee all event planning related decisions from budgeting, messaging, menu planning, vendors, bookings, communications materials to hospitality for:
 - Major donor weekend
 - Fundraising and donor cultivation events
 - Non-fundraising events to engage donors
- Recruit, train and manage seasonal teams of volunteers/paid staff/CTC staff to help with events
- Work with communications team(s) and oversee the production of excellent content and collateral for each unique event and donor(s)

Communications to Donors

- Oversee the production of the Annual Report and other reporting communications
- Collaborate with Redeemer Presbyterian Church communications staff and Redeemer City to City staff to make sure messaging on NYP is consistent and coherent with other organizational voices

Organizational Posture

- Seek to build winsome, productive and supportive “team” dynamic and partnership with the many collaborators at Redeemer City to City and Redeemer Churches & Ministries
- Model a collaborative and humble posture that reflects the mission and values of Redeemer City to City and the organization’s work globally

SKILLS AND EXPERIENCE

- 2+ years in New York running major donor fundraising events (ideally high-touch donor event planning experience for a private and intimate group of donors)
- Fluent in Salesforce, Gooledocs and Excel.
- Demonstrates a high level of confidentiality and honors donor privacy and relationships
- Has produced print collateral of some kind to communicate fundraising messaging
- Can remain focused in the face of pressure, consistently delivers against timelines, energized by tasks/time limitation. Consistently energized by hard, but doable, responsibilities and goals
- Highly motivated by innovation, creativity, excellence and deep intentionality in caring for donors
- Self-starter and takes initiative but knows how to be highly collaborative
- Demonstrates an entrepreneurial spirit and has some comfort with fluidity
- Desires goodness for New York City and is highly motivated by growing the gospel movement in New York City across many denominations
- Affirm the Nicene Creed and is committed to a local Christian church
- Has a mature understanding of the work/life dynamics and struggles in ministries and faith-based causes
- A deep commitment and proven dedication to professional growth, emotional maturity, clear communication through conflict and professional excellence

To apply, please send cover letter and resume to hr@redeemercitycity.com.