

EMPLOYMENT ANNOUNCEMENT

Organization: Design Trust for Public Space
Posted: December 4, 2013
Job Title: Development Director
Reports To: Executive Director
Location: New York City
Deadline to Apply: January 31, 2014

Position Summary

The Design Trust for Public Space seeks a highly motivated full-time Development Director to design and implement a comprehensive fundraising plan, including major and annual giving, foundation and government grants, special events, and corporate sponsorships.

As the Design Trust approaches its 20th anniversary, the Director will be an entrepreneurial individual who plays a leadership role in building the capacity of the Design Trust to increase the impact of our work. S/he must share our passion about public space and our mission. S/he will report to and work closely with the Executive Director on Board relations, governance, and the implementation of the organization's strategic plan, and also work collaboratively with the Design Trust's dedicated staff of five.

Responsibilities include:

Strategic Planning – Working with the Executive Director, develop and implement the annual and long-term fundraising strategy, including Board-driven fundraising activities, major gifts campaigns, institutional giving, identification of new opportunities, and cultivation and stewardship strategies

Major and Annual giving – Managing major and annual giving, including Board-initiated major gifts, annual appeal, Benefit leadership, Design Trust Council, Founders Circle and 20th Anniversary campaigns; work with Executive Director and Board to identify prospects and develop tracking systems (individuals, institutional and corporate)

Grants Management – Managing foundation, corporate and government grants, including identifying sources, cultivating relationships, writing proposals, developing budgets, and managing application, tracking and reporting processes

Special Events – Planning and executing all aspects of special events throughout the year to maximize return and continue growth, including the Annual Benefit, Design Trust Council, and Founder's Circle, in coordination with Board Committees and staff

Prospect Research – Identifying opportunities for new funding, prospects, strategic partnerships and corporate sponsorships for the organization

Board Relations – Working with the Executive Director, foster innovative thinking about Board fundraising activities, and provide support for Board governance, including Board President and Committees

BOARD OF DIRECTORS

PRESIDENT
Andrea Woodner

SECRETARY
Paula Mueller

TREASURER
Marc Heiman

DIRECTORS
Hugo Barreca
Alison Bauer
Theodore Berger
Anne Edgar
Paul Gangsei
Ann Harakawa
John Keenen
Stephen Maharam
Zack McKown, FAIA
Eric Rothman
Susanna Sirefman
Sylvia Smith, FAIA
Claire Weisz, FAIA

EXECUTIVE DIRECTOR
Susan Chin, FAIA

The ideal candidate will have:

- Bachelor’s degree and a minimum of 5 years’ successful experience as a development professional
- Knowledge of all aspects of fundraising, including major gifts, one-on-one solicitation, cultivation and stewardship, grant writing, budgeting, and event-based fundraising
- Excellent writing skills with demonstrated ability to create a clear and compelling fundraising messages and story that motivates prospective donors to contribute
- Excellent verbal and interpersonal communication skills
- Experience and comfort interacting with high level contacts, including board members, government representatives, foundation officials, corporate representatives and major donors
- Experience in coordinating events
- Self-motivated, possess a high degree of initiative with strong project management and leadership skills
- Ability to create systems, prioritize multiple and varied responsibilities, track progress to goals, communicate this information regularly and meet deadlines
- Strategic and creative thinker with ability to gather, synthesize and analyze data
- Strong computer skills, including proficiency in Microsoft Office and experience with database software (FileMaker Pro). Familiarity with Adobe Creative Suite and CRM is preferred
- Knowledge of fundraising information sources, databases and research tools
- Knowledge of the architecture, urban planning, landscape architecture and sustainable design community is preferred

Compensation

The Design Trust offers a competitive salary based on experience and an excellent benefits package (health, dental, vision, and 401k with an employer match). In addition, Design Trust employees receive ample vacation and sick time, enjoy a flexible work environment, and the opportunity to work with a talented team of individuals on public space projects that have a real impact on New York City’s urban environment.

How to Apply

Applications will be accepted via email only and will be reviewed on a rolling basis until the deadline of January 31, 2014. Only complete applications will be reviewed. Due to the volume of applications, only those candidates short-listed for the first round of interviews will be notified. No phone calls or office visits please.

To apply, send the following as one complete PDF file:

- 1) A cover letter explaining your qualifications for the position, with salary requirements
- 2) Your resume (3 pages maximum)
- 3) A writing sample (development-related)

Name your PDF file “lastname_firstname.pdf” and send your complete application to: jobs@designtrust.org.

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About the Design Trust for Public Space

The Design Trust for Public Space is a nonprofit organization that brings design innovation to New York City’s public space. The Design Trust is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Find out more at www.designtrust.org