



Youth-led change for a healthy future

**Position Title: Development Director**

Reports to: Executive Director

**Organization Overview:**

The Sylvia Center's (TSC) mission is to teach young people about the connection between food and health through nutrition-focused, culinary-based programming. It helps children and teens take control of their health through better food choices and encourages them to be healthy food advocates in their communities.

The Sylvia Center works in under-resourced neighborhoods, engaging students from 4-24 years-old and families. TSC partners with community-based organizations, schools, and local businesses in all five boroughs of New York City, the Hudson Valley, and the Capital District. A 501(c)3 nonprofit organization, TSC has a full-time staff of eight and a part-time staff of about 30 with an operating budget of approximately \$1.3 million. Since its founding in 2007, TSC has served more than 35,000 participants.

**Job Overview:**

Reporting to the Executive Director, this position is responsible for the creation and implementation of the organization's fundraising plan. The Development Director is a member of the senior leadership team, supporting the Executive Director and the Board of Directors, and working as a collaborative partner with the Education Director and Chief of Staff. The Development Director will oversee two full time staff members, a Development Assistant (TBH) and a Communications Manager, and two contract workers, an Events Manager and a Grant Writer.

The Development Director will identify, solicit, cultivate, and increase general operating and program support from individuals, foundations, corporations, and government sources to meet or exceed an annual fundraising goal of approximately \$1.5 million. The ideal candidate will have strong leadership, communication, decision-making, and time management skills.

We are a diverse group of food loving individuals who proudly support our mission of nutrition-focused food education. By joining our team, you will get:

1. An organization that believes and invests in employee growth, development, and success. More than 70% of staff have been promoted to the next level of responsibility at our organization.
2. A generous time off package, including 15 vacation and 5 personal days, 11 holidays, sick leave, and a paid week off at the end of the calendar year.
3. Employee healthcare benefits with 80% employer contribution.
4. Free staff lunch when on-site at the Bronx office.
5. Opportunity to travel within New York City and to our farm in the Hudson Valley.

**Responsibilities:**

- Create and implement an annual development plan to meet or exceed the organization's goal of raising \$1.5 million.
- Develop a pipeline of prospective donors and funders and implement cultivation and stewardship activities that move them from prospects to supporters.
- Maintain responsibility for the execution of 2-3 fundraising events per year.

- Oversee the maintenance of accurate fundraising data (using Salesforce) so that the TSC can make sound, data-driven decisions.
- Supervise a Communications Manager who is responsible for all organizational communications and branding, including e-blasts, social media, and organizational written materials.
- Serve as primary liaison for the board Development Committee and support all board members in their fundraising outreach.
- Manage two full-time team members and two contract workers, ensuring they meet their goals and grow in their positions.
- Other duties, as assigned.

**Qualifications and Skills:**

- 8-10 years of work experience in nonprofit fundraising
- Experience with Salesforce CRM/database management
- Strong verbal and written communications skills
- Strong analytical, problem-solving, decision-making, and time management skills
- Proficient in Microsoft Office, including Excel and PowerPoint, and Google Workspace for business, including Google Slides and Sheets

**You should apply to this position if you are:**

- Energized by working collaboratively with a small team
- A professional with a keen attention to detail and exceptional organizational and problem-solving skills
- A lifelong learner who considers new tasks growth opportunities
- Flexible, open-minded, and a highly engaged team player
- Able to manage multiple projects simultaneously and consistently meet deadlines
- Discrete with sensitive material
- Able to work a few evenings and weekends as necessary to get the job done
- Passionate about food education, food justice, and food access

**Compensation and Work Hours/Location:**

The Sylvia Center offers competitive wages. This is an Exempt, full-year salaried position ranging from \$80,000-85,000 depending on experience.

This position is a hybrid work role. Business hours are flexible, but are generally 9am-5pm Monday - Friday. Occasional evening and weekend work is required to support organizational fundraising and programmatic events. Ability to travel between offices and program sites and may be requested.

**To Apply:**

Candidates should email their resume and a cover letter to The Sylvia Center [info@sylviacenter.org](mailto:info@sylviacenter.org). Please include the position title-last name in the email subject line.

The Sylvia Center is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law. Individuals must be vaccinated against Covid-19 to work at TSC sites.