



Creating Healthy Communities
Through the Power of Cooking

Position Title: Development Director

Reports to: Executive Director

Organization Overview:

The Sylvia Center (TSC)'s vision is to create healthy communities through the power of cooking. Our mission is to educate young people and families through culinary programming to promote health and well-being. Our organization provides the cooking and nutrition knowledge and skills that empower children, teens and families to make healthy food choices throughout their lives.

TSC partners with community-based organizations and schools to deliver nutrition-focused culinary programming in all five boroughs of New York City, the Hudson Valley, and the Capital District. TSC works in neighborhoods with limited food access and food education programming, engaging students, 2-24 years-old, and family members. A 501(c)3 nonprofit organization with an operating budget of approximately \$2 million, TSC has a full-time staff of eight and a part-time staff of approximately 40. Since its founding in 2007, more than 45,000 participants have been served.

Job Overview:

Reporting to the Executive Director, this position is responsible for the organization's fundraising and communications functions. The Development Director is a member of the senior leadership team, supporting the Executive Director, working as a collaborative partner with the Education Programs Director, and liaising with The Sylvia Center Board of Directors. The Development Director will oversee a team of two professionals, one supporting fundraising and data management and the other organizational communications.

The Development Director will identify, solicit, cultivate, and increase general operating and program support from individuals, foundations, corporations, government sources, and events to meet or exceed an annual fundraising goal of approximately \$2 million. Strategic expansion of institutional giving will be a priority for the professional in this role. 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 \$2 million.

- Develop a pipeline of prospective donors and implement cultivation and stewardship activities that move them from prospects to supporters.
- Expand institutional giving by implementing a well researched and executed plan to attract foundation and corporate funders.
- Manage two fundraising events and one cultivation event each year.
- Oversee the maintenance of accurate fundraising data (using Salesforce) so that the TSC can make sound, data-driven decisions.
- Oversee organizational communications, including e-blasts, social media, and the development of organizational materials.
- Serve as primary liaison for the board Development Committee and support all board members in their fundraising efforts.
- Manage two team members ensuring they meet their goals and grow in their positions.
- Other related job duties, as assigned.

Qualifications and Skills:

- 8-10 years of work experience in nonprofit fundraising
- Expertise in fundraising planning and execution, especially institutional giving and events
- 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, and graphic design (InDesign), a plus

You should apply to this position if you are:

- Energized by working in a fast-paced environment 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:

This is an exempt, full-time position with a salary range of \$90,000-120,000, depending on expertise and prior experience.

This position is a hybrid work role and business hours are flexible. Occasional evening and weekend work is required to support organizational fundraising and programmatic events. Ability to travel between offices and program sites may be requested from time to time.

To Apply:

Candidates should email their resume and a cover letter to The Sylvia Center tsc.careers@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.