



## **Job Description**

### **Title: Director of Development for New Life CDC** *January 10, 2019*

In 8 years New Life CDC has more than tripled its budget as the organization has continued to serve the local Elmhurst and Corona community and Queens, NYC. Neighborhood impact has also grown with most recent recognition from NY City Council and the Queens Borough President. The mission is to provide relief, cultivate restoration and model reinvestment among the poor and marginalized as a demonstration of the love of God. In its 25th year of operation, the organization is looking to position itself for greater impact and empowerment of its guests, volunteers and partners. Included in this strategic positioning is the the establishment of the Director of Development role.

#### **ACCOUNTABILITY:**

New Life CDC Executive Director

#### **JOB SUMMARY:**

Oversee, evaluate and grow all financial and fundraising operations of the organization.

#### **QUALIFICATIONS:**

- Committed to the vision and 3R (Relief, Restoration, Reinvestment) values of New Life CDC and the 5Ms (Monastic, Multi-racial, eMotionally Healthy, Marriage to Christ, Missional) of New Life Fellowship.
  - 5+ years experience in leading within a multi-racial, urban context w/ varied socio-economic demographics
  - 3-5 years experience in non-profit development in organizations with budgets of at least \$400,000.
  - Experience in strengthening financial sustainability of organization
  - Strong written and oral skills
1. Work with the Executive Director to ensure financial sustainability of the direction of the organization as set by the Executive Director and the Board of Directors.
  2. In coordination with the Executive Director, articulate the vision, mission and direction of the organization.
  3. Design and execute a sustainable short term and long term development plan.
  4. Design and execute a program to grow number of individual donors and maintain relationships through updates, thank yous and gifts.
  5. Strategically and methodically diversify revenue streams beyond individual donations and corporate matching. Increase revenue from the following sources: social media crowdfunding, private corporations, private foundations, government agencies, local businesses and internal revenue from New Life CDC programs
  6. Execute the hosting of an annual fundraising gala with net proceeds of at least \$100,000.
  7. Hire and evaluate development staff as required.
  8. Provide a quarterly report of financial health of the organization and progress of the development plan. Provide financial reporting as needed or as requested by the Executive Director.

Send resume and cover letter to [info@newlifecdc.nyc](mailto:info@newlifecdc.nyc)

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