



115 E 106th St #3, New York, NY 10029 | cvhaction.org | [@cvhaction](https://twitter.com/cvhaction)

DEVELOPMENT DIRECTOR (MANAGER-LEVEL POSITION)

- Location: Hybrid (based in Harlem, NY, with occasional travel to Hudson Valley chapter offices)
- Reports to: Executive Director
- Status: Full-Time, Exempt; occasional evenings/weekends for organizational events

Organization Overview

Community Voices Heard (CVH) is a Black and brown-led, power-building organization committed to fighting for dignity for people with low incomes and all New Yorkers. Guided by members, we center women's voices and create unity to win financial security, a fully participatory democracy, and truly affordable homes for every New Yorker. CVH leads community organizing across the state because we will only achieve an equitable New York when we organize and fight together.

For more information, go to cvhaction.org.

Position Overview

The Development Director is a manager-level position responsible for supporting the growth and sustainability of Community Voices Heard (CVH) and its 501(c)(4) affiliate, CVH Power.

Working closely with the Executive Director, senior leadership, and program teams, this role helps implement fundraising strategies that sustain and expand CVH's base of foundation, individual, and institutional supporters.

This is a hands-on, execution-focused position — emphasizing relationship management, grant writing, reporting, event coordination, and donor communications. The title "Development Director" reflects the external nature of this role in engaging funders and donors, while internally it functions at a managerial level within CVH's organizational structure.

The ideal candidate will be a strong writer and communicator who thrives in relationship management, strategic follow-through and collaboration across teams.

Bonus Eligibility: This position is eligible for performance-based bonuses tied to the achievement of annual fundraising goals and demonstrated excellence in donor engagement, stewardship, and overall revenue growth. Bonus structures for this role are determined annually by the Compensation Committee in consultation with the Board.

Key job duties include:

Grants and Institutional Fundraising

- Draft and submit compelling grant proposals, reports, and renewals for foundations, government, and institutional funders
- Maintain and update the grants calendar to ensure timely submissions and reporting
- Support the Executive Director in identifying and cultivating new institutional funding opportunities
- Track funder communications and maintain accurate records in EveryAction

Individual Giving and Donor Engagement

- Assist with developing and executing CVH's annual fundraising campaigns, including Giving Tuesday and year-end appeals
- Manage donor acknowledgment processes and ensure timely, personalized thank-you communications
- Support donor stewardship activities, including meetings, updates, and correspondence on behalf of the Executive Director

Fundraising Events

- Support the planning and execution of 3–4 fundraising or cultivation events annually, including logistics, outreach, and follow-up
- Work collaboratively with the Communications team to develop event materials, invitations, and donor communications

Development Operations

- Maintain donor and grant information in EveryAction to ensure accuracy and data integrity
- Assist with annual revenue projections, budget tracking, and reconciliations with the Finance team
- Support internal coordination between development, communications, and program teams to align fundraising with CVH's mission and priorities

Organizational Participation



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- Collaborate with leadership and staff to ensure fundraising materials accurately reflect CVH's campaigns and impact
- Participate in cross-team meetings, retreats, and strategic planning discussions as needed

Qualifications:

- At least (5) five years of nonprofit fundraising experience, including grant writing, donor communications, or development operations
 - Proven ability to follow through on cultivating and securing new leads
 - Strong writing, editing, and storytelling skills with the ability to convey CVH's mission and impact clearly
 - Excellent organizational skills and attention to detail; able to manage multiple timelines and due dates simultaneously
 - Proficiency in Google Workspace and experience with CRM databases (such as EveryAction, Salesforce, or similar)
 - Strong interpersonal skills and ability to build relationships with staff, funders, and community partners
 - Commitment to racial, economic, and social justice; ability to work effectively with diverse communities
 - Experience with fundraising for 501(c)(4) organizations is a plus
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Work Schedule and Compensation:

This is a full-time, exempt position based in Harlem, NY. CVH currently operates in a hybrid model, with some required in-person work and occasional travel to chapter offices or events. Evening and weekend work may be required during peak campaign periods.

- Salary Range: \$70,000–\$90,000 per year, commensurate with experience
 - Benefits: Excellent benefits including medical, dental, and vision coverage; paid vacation, personal, and sick days; paid holidays; and a 403(b) retirement plan
 - Performance Bonus: Eligible for annual merit-based bonuses tied to fundraising performance and goal attainment
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How to Apply:

Please email your resume and a cover letter detailing your interest in this position to jobs@cvhaction.org.



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Community Voices Heard is an Equal Opportunity Employer. We strongly encourage applications from people of color, women, LGBTQ individuals, and those with lived experience in the communities we serve.

Applications will be reviewed on a rolling basis until the position is filled.