



Director of Development

About Community Voices Heard:

Community Voices Heard (CVH) is a member-led, multi-racial organization principally comprised of women of color and low-income families in New York State. CVH tackles tough issues and builds power to secure racial, social, and economic justice for all New Yorkers. Through grassroots organizing, leadership development, policy changes, and creating new models of direct democracy CVH is creating a truly equitable New York State.

Founded in 1994 by welfare recipients in New York City working to fight unjust welfare policies, we have since expanded our organization to include working on seminal issues throughout New York State. Our core organizing issues include fighting for truly affordable housing, a just social safety net, good jobs and access to them, criminal justice reform, immigration reform, and participatory democracy.

For more information, please check out our web page at: www.cvhaction.org.

Location: Must be able to commute to our Harlem office in New York, New York. This position is hybrid-remote or full-time in-person in our office. This position requires occasional travel to chapter offices and/or program sites in the Hudson Valley.

Reports to: Executive Director

Principal Duties and Responsibilities:

- Create and implement a comprehensive fundraising strategy to meet annual and multi-year development goals through foundations, government contracts, and individual donors. Current annual fundraising goals are \$3 million for CVH and \$500,000 for CVH Power, our 501(c)(4) sister organization.
- Collaborate with the Executive Director and Board of Directors on goals, strategy, and donor outreach.
- Sustain, grow, and manage relationships with individual donors and foundations.
- Develop strategies for targeted growth in individual and foundation fundraising.

- Develop annual revenue projections and assist with the development of organizational budget.
- Communicate the vision and work of CVH with individual donors and foundations.
- Take primary responsibility for submitting grant applications and grant reports.
- Work with senior leadership to improve processes for grant reporting.
- Assist with the execution of 3-4 fundraising events per year.
- Ensure that all grants, proposals, and donor communications are high-quality, compelling, and accurate .
- Serve as a member of the CVH leadership team, engaging with and supporting campaigns in each of the CVH chapters.

Qualifications:

- 2+ years experience working in nonprofit fundraising from individual and institutional sources and events.
- Excellent time management skills and attention to detail.
- Strong prospect research, grant writing, and communication skills.
- Adept at managing multiple projects across teams.
- Proficiency with all Google Workspace applications, Adobe Acrobat, Zoom, and Customer Relationship Management (CRM) systems..
- Ability to relate to and work with diverse groups of people, as well as an understanding of the daily challenges faced by low-income communities of color.
- Familiarity with fundraising for a 501(c)4 a plus.

Employee Status:

Full-Time Exempt. Occasional evening and weekend work is required to support organizational fundraising and programmatic events.

Salary and Benefits:

\$90,000-\$100,000.00 per year. Excellent benefits including vacation days, personal days, holidays, medical/dental/vision healthcare coverage, and 403(b) plan.

How To Apply and Timeline:

Please email a resume and a cover letter detailing your interest in this position and the



organization to: jobs@cvhaction.org. As an Equal Opportunity Employer, CVH strongly encourages people of color, women, and LGBTQ individuals to apply. Resumes will be accepted until the position is filled.