

## JOB DESCRIPTION



**Title:** Associate Director, Development  
**Reports to:** Senior Director, Development & Marketing  
**Department:** Development & Communications

### I. Overview

Spence-Chapin has an exciting opportunity to join our Development Team as an Associate Director, Development. We are seeking a strategic, outgoing, passionate, data-driven individual to manage key fundraising functions. The right candidate will have a proven track record of stewarding donors and securing gifts, developing and implementing a moves management strategy, managing a portfolio of 100+ donors, tracking donor interactions and running reports through CRM, and creating innovative pathways for donor engagement. This is a hybrid position with an annual salary range of \$75,000-\$85,000.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/ adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

### II. Key Performance Indicators

- Work with the Senior Director of Development & Marketing to build individual, corporate, and institutional giving strategies for the organization
- Manage a portfolio of mid-level and major donors with appropriate cultivation, stewardship and solicitation strategies, including personalized communications, phone calls, in-person meetings and networking at fundraising and cultivation events
- Create and manage peer-to-peer fundraising campaigns to engage donors throughout the year
- Work closely with Events Manager and Senior Director of Development & Marketing to develop and execute fundraising events throughout the year, including our flagship Annual Gala
- Supervise at least one Development Coordinator, and conduct weekly one-on-one supervisions to stay on top of their projects and to aid in their professional development
- In conjunction with Senior Director of Development & Marketing, develop a portfolio strategy for CEO & other members of C-Suite and assist them with support materials for donor meetings and interactions, as needed
- Work with Development and Marketing Teams to develop and update marketing materials for cultivation and stewardship purposes
- Assist in writing funding proposals and reports and creating pitch decks for special campaigns, partnerships, and donors, as needed
- Track donor interactions in Raiser's Edge, pull reports, and conduct data analysis of team-wide campaigns to improve strategies
- Create reports and presentations for Board of Directors
- Develop a keen understanding of the work of Spence-Chapin, our program areas and services, and relevant and current issues related to adoption and the adoption community

- Stay up to date on fundraising and donor cultivation best practices and strategies and propose updates and changes to the Senior Director of Development & Marketing
- Support the Development Team on other events, projects, tasks, and campaigns, as needed

#### IV. **Education & Experience**

- Bachelor's degree preferred, with 5+ years' experience in donor relations or a development-related area, such as institutional giving, general fundraiser, etc.
- Experience in and/or knowledge of adoption and adoption-related issues a plus
- 1-2 years' experience in managing at least one staff member

#### V. **Technical Skills**

- Advanced knowledge of popular CRMs, with Raiser's Edge experience required
- Experience with grant writing and foundation management
- Experience batching and receipting gifts
- Experience with pulling reports and analyzing data to improve strategies
- Proficiency with Microsoft Office Suite
- Experience with donor and foundation research software such as DonorSearch, Foundation Center, or Wealth Engine

#### VI. **Key Competencies**

- Excellent and compelling verbal and written communication skills
- Excellent project management skills and ability to plan, prioritize and organize a diversified workload
- Comfortable in an external facing role, with experience in public speaking
- A self-starter with a go-getter attitude
- Ability to receive, prioritize, and follow-up with requests from various stakeholders
- Highly organized with ability to prioritize multiple and simultaneous projects and tasks and set and meet deadlines
- Creative and innovative
- High attention to detail
- Keen analytical skills
- Experience with planning and executing fundraising appeals and events preferred
- Eagerness to learn about adoption and the adoption community
- Passion for Spence-Chapin's mission and eagerness to become well-versed in our work

***This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully***

**To apply:** Please submit a cover letter with salary requirement and resume to: [recruiting@spence-chapin.org](mailto:recruiting@spence-chapin.org). Please put the job title and your name in the subject line of the email.