JOB POSTING: SENIOR DEVELOPMENT OFFICER

ABOUT NEIGHBORHOOD TRUST
Neighborhood Trust is a nonprofit social enterprise empowering workers to take control of their finances and achieve financial health. With more than 25 years of financial coaching experience, we blend our trusted financial guidance with innovative technology solutions and actionable financial products to help workers’ paychecks go further. Neighborhood Trust embeds our services where workers get paid, access financial services, and make financial decisions. Annually we reach more than 10,000 low-income workers across the country through our employee financial wellness benefit, TrustPlus, serving workers in 29 states at some of the nation’s leading financial institutions, benefits providers, and non-profits.

The economic fallout of the COVID-19 pandemic has underscored the need for Neighborhood Trust’s mission—and we have risen to the occasion to provide cash relief and financial coaching to struggling workers and families. Our crisis response underscores our commitment to addressing financial precarity, and the role our products and expertise can play in finding sustainable solutions for working families.

POSITION DETAILS
The Senior Development Officer role is an opportunity to join a growing development team with a successful track record of bringing in 6 and 7-figure gifts from major donors and national foundations. The team, led by the CEO, is highly relationship-oriented and frequently collaborates on funder contact strategies. The Senior Development Officer will report to the Chief of Staff (who oversees fundraising) and work directly with the External Relations team, CEO and Board of Directors to support the solicitation of $10 million in requests annually, with a focus on managing a portfolio of individuals and family foundations. The CEO and Chief of Staff are experienced, dedicated, and successful fundraisers. This position will help to streamline their robust cultivation and solicitation efforts, while overseeing growth of the $5K-100K donor portfolio as the frontline fundraiser.

Primary Responsibilities Include (but are not limited to):

• In partnership with the CEO and Chief of Staff, provide strategic direction on portfolio and moves management for all major gift donors and prospects, overseeing cultivation, solicitation, and stewardship plans for existing, lapsed, new, and prospective donors;
• Manage relationships with existing and new individual and family foundations, drafting proposals, taking calls, and preparing reports to keep them informed of Neighborhood Trust’s work and the impact of their contributions;
• Conceive, draft, and own donor communications, including online campaigns and personal appeals, in partnership with the Director of Communications;
• Plan and execute on creative cultivation activities (that don’t rely heavily on in-person events), including VIP stakeholder webinars, to engage current and new donors;
• Research, identify and help cultivate new individual and family foundation prospects in partnership with the CEO and Board of Directors;
• Assist with special projects as needed.
KEY OUTCOMES
- Manage a portfolio of 25-30 individual and foundation relationships, drafting and submitting an average of 2 proposals per month, for a total of $3 million requested annually;
- Secure at least $1.5M in renewed support from existing individuals and family foundations per year;
- Achieve a total of 50 – 60 meaningful touch points with current and prospective donors per year.

SKILLS AND EXPERIENCE
- 3-5 years of frontline fundraising experience with increasing responsibilities and demonstrated success
- Creative thinker and dedicated relationship-builder
- Excellent written, oral, and interpersonal communication skills
- Highly organized, detail-oriented, and resourceful
- Takes ownership and is results oriented
- Strong ability to manage multiple tasks and prioritize effectively
- Comfortable working in a fast-paced environment and managing multiple deadlines
- Familiarity with database systems, Salesforce preferred
- Content development experience for a policy or academic audience, in a related or adjacent field, a plus
- Experienced in Microsoft Office (Excel, Word, PowerPoint and Outlook)

SALARY
Commensurate with experience. Competitive benefits package offered.

TO APPLY
Send the following to hr@neighborhoodtrust.org with the subject line “Senior Development Officer – [Your Name]” and a brief introduction in the email. Please also attach:

- Your resume
- Your cover letter

We are dedicated to ongoing professional development for our employees, supporting career growth and opportunities for advancement within the organization. Neighborhood Trust is an equal opportunity employer and we are committed to equal employment opportunity in all decisions related to employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.