



Senior Director of Development Position Description

Job Title: Senior Director of Development

Reports to: Executive Director

Classification: Exempt, Salaried

Status: Full Time

Membership: Ex Officio member of Board Fundraising Committee and Rising Professionals Group

Organization Overview

GallopNYC uses therapeutic horsemanship to help riders in NYC with disabilities walk, talk and learn, inspiring them to live their lives as fully, independently and productively as possible. The organization has an annual operating budget of approximately \$2 million, and a staff of 42, including 8 full time, and 34 part time employees. On returning to programs after the required COVID-19 pause in 2020, GallopNYC now serves approximately 200 riders each week, in a variety of programs for people with and without disabilities, for children, youth, adults, and seniors. The organization leverages more than 500 individual and corporate volunteers, operates two therapeutic riding focused horse barns in Queens, and owns 25 horses.

Position Overview

The Senior Director of Development is responsible for fundraising, donor cultivation and stewardship for GallopNYC. In partnership with the Board of Directors and the Executive Director, the Senior Director of Development builds financial stability for GallopNYC and develops and shapes the organization's fundraising abilities. This position builds on existing fundraising success to ensure that GallopNYC has the means to continue to thrive as a New York City institution.

Responsibilities

- Create and implement annual development plan and calendar to achieve income and donor cultivation/stewardship goals across diverse areas: major gift solicitation, corporate and foundation funding, donor cultivation and stewardship, event management, and appeals.
- Work closely with the Executive Director to plan and execute all aspects of role
- Collaborate with leadership in areas of Program, Barn Management, and Volunteer Management in all aspects of fundraising and development
- Support event fundraising committees and Rising Professionals Group; brainstorm roles and engagement of other leadership groups
- Partner with direct report staff to ensure fundraising success, and sustain culture of growth and learning for internal teammates in the development department.
- Create and implement reports and dashboards to measure and report on success and/or needs for adjustment in strategies
- Oversee fundraising and development related marketing, and ensure alignment within overall communications strategy
- Other activities and responsibilities as needed

Qualifications and Preferred Experience

- 5-7 years' fundraising or highly-related experience with proven track record of success; experience developing and closing major gifts preferred
- BA/BS preferred, fundraising coursework a plus
- Experience supporting and working closely with Boards of Directors
- Proficiency in Microsoft Office Suite, Google Apps, and Salesforce

- Analytic skills: ability to discover and interpret donor and giving trends
- Knowledge of trends and issues in the nonprofit and philanthropic sectors, such as changing donor mix and approaches
- Interest in people with disabilities and/or horses and horsemanship, or interest and/or background in fundraising with respect to animals, disabilities, health, and/or youth development a plus

Leadership Pillars and Competencies

- Maintain an environment of professional, safe, and appropriate behavior at all times
- Demonstrate initiative, organizational skills, foresight, and a commitment to excellence
- Able to work independently and be accountable to fundraising goals (“goal oriented”)
- Fully supportive of GallopNYC’s commitment to inclusion, equity, diversity: valuing diverse perspectives and opinions; enthusiastic about engaging in dialog about institutionalized racism and ableism
- Excellent written and oral communication skills; attention to detail; ability to multi-task and to plan and manage multi-part initiatives on tight deadlines
- Good “eye” for well-designed and compelling communications
- Authenticity of manner; strong instincts to support and prioritize colleagues’ needs
- Ability to relate to and build strong relationships with a wide variety of people, genuine curiosity about others
- Understanding of small team work dynamics and willingness to collaborate across departments on creative solutions
- Flexibility and creativity to manage rapidly changing circumstances

To apply, please email resume and cover letter to jobs@gallopnyc.org

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

GallopNYC does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.