



**Four Freedoms Park Conservancy
Manager, Resource Development
Position Availability: Immediate-April 2017**

Organization

Four Freedoms Park Conservancy operates and programs Franklin D. Roosevelt Four Freedoms Park, one of NYC's most important public spaces. To honor President Roosevelt, a grateful nation built Four Freedoms Park on Roosevelt Island, directly across from the United Nations. Its architect, Louis Kahn, was an iconic figure in the cultural and design world. Since opening in 2012, the Park has hosted more than 650,000 visitors and has played a unique role in NYC by engaging visitors with the legacy of President Roosevelt and the Four Freedoms: freedom of speech and expression, freedom of worship, freedom from want, and freedom from fear.

Four Freedoms Park Conservancy's mission is to define and defend President Roosevelt's commitment to essential human freedoms. Ever prescient, this mission is extremely relevant in today's political climate.

The Conservancy has recently completed a four-year strategic plan with ambitious objectives to realize fully Four Freedoms Park as a place of civic discourse and public engagement. Through creation of innovative programming, development of cultural and community partnerships, and increased visibility, the Park will provide an invaluable opportunity to engage in important conversations around America's liberties and freedoms. To fund these objectives, the Conservancy must capitalize on all funding opportunities and increase its presence in the community.

The Position

Four Freedoms Park Conservancy seeks a creative and energetic Manager, Resource Development to strategically contribute to its fundraising and revenue generating efforts. By working independently and in partnership with the CEO and Board of Directors, the Manager, Resource Development will support the achievement of revenue goals of over \$2.5 million annually. The Manager will collaborate with the CEO to engage donors from all sectors (individuals, corporations, and foundations), build fundraising capacity and drive increased revenue.

Overarching responsibilities include:

- Creating, planning, and executing high-level donor engagement and cultivation events, building on past success by enhancing and expanding host committees and potential sponsorships;



- Working across departments to identify and execute revenue generating strategies; and
- Developing foundation and corporate funding prospects in conjunction with public programs related to the Four Freedoms and the conservation of the 4.5 acre memorial.

Additional responsibilities include, but are not limited to:

- Refinement of existing strategies and creation and execution of new approaches to identify and cultivate prospects for all sectors of giving;
- Preparation of all content and materials needed for fundraising programs, including proposals and presentations to donors and donor prospects, gift recognition and acknowledgment materials, committee meeting materials and so on. Preparation of all written materials and reports essential to a comprehensive fundraising program;
- Administrative and executive staff support to Board Development Committee and event committees;
- Maintenance of major gift donor and prospect information, including completion of call reports, solicitor records, affiliations, etc.; and
- Maintenance of close working relationship with the CEO and other senior staff.

The Candidate

The ideal candidate will have three to five years of progressive job experience in development for nonprofit organizations, preferably in a development, sponsorship, or marketing department. He/she will have strong skills in annual fund giving, donor cultivation, grants, special events, and corporate sponsorships. The candidate will be adept at utilizing social media to drive memberships, fundraising, and publicity. They will have worked with volunteers at all levels and will be comfortable speaking directly with donors and volunteers. He/she will be a poised, effective, and thoughtful team member ready to work in a fast paced, high profile cultural institution. They must be well organized, possess excellent written and verbal communication skills, be adept at problem solving, and have a good sense of humor.

Finally, the selected candidate will be a collaborative team member eager to work efficiently and effectively at all levels as part of a small administrative team. They will report to the CEO.

Qualifications:

- Bachelor's Degree required, advanced degree preferred;
- Previous experience working with a Board of Directors and other high-level individuals;
- Exceptional communication skills; ability to articulate FFPC mission, with proven ability to write effectively and speak persuasively;
- Obsession with results and the use of metrics to measure them;
- Strong attention to detail; organized and systematic in donor follow-through and stewardship;



- Energetic, positive outlook and commitment to FFPC's progressive mission;
- Experience working with CRM software strongly preferred;
- Advanced knowledge of Microsoft Office, particularly Excel and PowerPoint;
- Independent, proactive, and responsive; able to work easily in a fast paced environment in which ongoing commitments are managed alongside breaking events; and
- A compassionate and self-aware team player.

Applications

Four Freedoms Park Conservancy offers a competitive salary for this position, commensurate with experience. Excellent benefit package available that includes medical, dental, vision, and retirement plan. The position also includes generous vacation, sick leave, personal days and paid holidays. For more information about the organization, visit www.fdrfourfreedomspark.org.

The Conservancy seeks to hire staff who reflect the diversity of the communities it serves. All positions are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status, or any other characteristic protected by law. All are encouraged to apply.

To Apply:

Four Freedoms Park Conservancy has retained Strategic Management Consulting to execute the search for Manager, Resource Development position. Inquiries, nominations, and applications may be directed in confidence to:

Siobhan McDermott, President
Strategic Management Consulting
FFPC@strategicnyc.com

No phone calls.