SENIOR DEVELOPMENT MANAGER JOB DESCRIPTION

Do you have a passion for breaking new ground to lead social change? Do you think hospitality can be a tool for social justice? Are you ready to use your professional superpowers to leverage social impact?

Drive Change is a leading agent of food and social change in NYC. Drive Change recently secured a $2.6M dollar grant from the Criminal Justice Investment Initiative to grow our impact over the next 3.5 years. With this funding, and the right leadership (YOU), we will build a network of like-minded food businesses that reshape the hospitality sector and simultaneously employ hundreds of talented young adults who are coming home from jail.

About Drive Change:

Drive Change was founded in 2014 by Jordyn Lexton, a former teacher on Rikers Island. They launched Drive Change in response to the race and class injustice of our criminal justice system. Inspired by a culinary arts course inside of the school on Rikers, Jordyn and other co-Founding members decided to start a food truck business as the platform for a paid Fellowship for young adults coming home from jail. From 2014-2017 the food truck and Drive Change’s model gained recognition: the truck won the Vendy Award for Best Food Truck in NYC in 2015 and Drive Change received awards/Fellowships from Echoing Green, the New School, Forbes, Zagat, Harvard Social Enterprise and others.

In 2018, Drive Change was awarded $2.6M dollars by the Criminal Justice Investment Initiative to scale our impact by partnering with like-minded restaurants we call our Hospitality for Social Justice Partners.

At Drive Change, we are tapping into the talent of young New Yorkers. Drive Change utilizes the food truck and restaurant workplace to run a premiere Fellowship for returning citizens (formerly incarcerated people) ages 18-25. We do this through a bi-directional workforce development Fellowship called Hospitality for Social Justice (HSJ): a program that trains/coaches both the talent (young adults returning from jail and entering the food workplace) and the employer (managers from our partner restaurants). We believe that it is not enough to only invest in training staff/talent: workplaces environments (policies, procedures, culture, management, economic development practices) must evolve so that employees can access their potential and develop their full impact. We proudly launched our HSJ pilot in 2018 with Union Square Hospitality Group, the Marlow Collective, and Ovenly Bakery. In 2018, we hope to expand from partnering with 7 restaurants to over 20 restaurants; we also hope to expand from working with 11 Fellows in 2018 to working with 32 Fellows in 2019.

With the right talent on our leadership team, we will build the right infrastructure to ensure that our growth is stable and our impact is exponential.
About the Development Manager Position:

The Drive Change Senior Development Manager is a proven strategist and master writer. Your ability to create a sound and actionable development strategy, execute upon the creation of new relationships and liaise with potential and established donors, while working with and supporting the Founder & CEO with fundraising plans is key to your part in a successful experience at Drive Change.

As Senior Development Manager, you and our CEO make up the full time Development Team at Drive Change. Accordingly, your vision, implementation, attention to detail, and desire to grow into a potential Director at the organization is critical to your success and you must see that growth as an opportunity from the get go. You will be building Development pipelines and systems, you will be managing high-stakes relationships, you will be writing grants to secure the funds that Drive Change needs to maximize our impact.

Responsibilities:

Reporting to the Founder and CEO of Drive Change, the Development Manager will design and execute on a comprehensive development strategy for the organization. The Development Manager will oversee and execute on both capital campaigns and ongoing fundraising efforts, and will have the following responsibilities:

- Design development strategy for the organization: Work with the management team to identify funds needed, preferred funding targets, and approaches
- Fundraising: Conduct research, prospecting, and application to multiple donor sources
  - Manage capital campaigns, engaging and overseeing capital campaign firms as necessary
  - Oversee ongoing development efforts
- Build a robust donor base: Develop and maintain key long-term relationships with donors and prospects
- Communicate and support: Communicate fundraising goals and progress throughout all Drive Change channels, creating awareness and buy-in from supporters.
- Seek and write grants
In this role you will need to already be/have:

- Development/Fundraising: Proven success in development for a large nonprofit. Experience running capital campaigns and success fundraising from multiple donor channels
- Project Leadership: Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors
- Entrepreneurial Spirit: Takes initiative and actively seeks to deepen current donor relationships and to forge new ones
- Communications: Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences
- Influencing: Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders
- Collaboration: Effective at working with others to reach common goals and objectives
- Relationship Building: Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally
- A deep love for writing

Are you our Senior Development Manager? If so, please email a cover letter and CV/Resume to people@drivechangenyc.org

Please also answer the following questions:

1. Tell us about your first (or first-ish) job, what did you learn from it? What did you like about it? How could it have been a more fulfilling experience for you?
2. Explain a specific procedure you implemented at work to address a challenge / inefficiency that your current company was facing. What was the problem? What solution did you develop; walks us through the process of your implementation.
3. Why do you want to do this work? Why now?