The Billion Oyster Project Director of Development is an experienced and talented individual who will lead an established fundraising team in optimizing current fundraising efforts to help fuel and accelerate our work to engage a million New Yorkers in restoring oyster reefs to New York Harbor through public education initiatives.

The current development team includes an Individual Giving Officer, focused on stewarding and tracking individual donors; a Corporate Giving Officer, focused on corporate partners and volunteers; an Institutional Funding Officer, focused on grant writing and managing relationships with private foundations and government funders; a Communications Director; the Executive Director; and the Development Committee of the Board of Directors.

Billion Oyster Project is a growing non-profit with a strong brand, diverse funding streams and engaging, impactful programs. The organization has grown quickly from a staff of five to a staff of 31 in the last five years and is well-positioned for its next stage of growth.

What you’ll do:
The Billion Oyster Project's Director of Development will assess current fundraising efforts and work with the team to focus and optimize these efforts. The Director of Development will then lead the team in creating a development plan that leverages and builds on this current work to maximize support for critical programs. The Director of Development will support and direct the fundraising efforts of the Board of Directors, steward and cultivate major donors and work as a strategic partner to the Executive Director. As a member of Billion Oyster Project’s Leadership Team, the Director of Development will work alongside the senior staff to provide strategic direction, oversight and leadership to the growing team. The Director of Development reports to the Executive Director.

The Director of Development's responsibilities include but are not limited to:

**Strategy & Management**
- With the Executive Director, provide strategic direction and both long and short range planning to meet Billion Oyster Project's fundraising goals
- Serve as a key member of the Leadership Team and represent the development program within the Leadership Team and the Board of Directors
- Provide strategic direction, leadership and oversight of the development team in the creation and execution of their annual work plans

**Board Fundraising**
- Work with Board Development Chair and Board Development Committee, engage, train, supervise, and motivate Billion Oyster Project's Board of Directors
- Serve as the primary point of contact with the Development Committee of the Board of Directors

**Fundraising Communications**
- Manage and direct the work of the Communications Manager
- Oversee and direct the development of the annual report and annual appeal
Give final review on all printed collateral that is published by the organization

Special Events
- Oversee the conception and production of the Billion Oyster Party (the primary annual fundraiser) and smaller fundraising events
- Supervise third-party event producers in the implementation of special events

Desired qualifications:
- Superior interpersonal, oral and written communication skills with the ability to represent Billion Oyster Project to diverse audiences
- A proven track record of managing a development team, identifying and cultivating high net worth donors, working with an engaged Board of Directors and building support from institutional supporters.
- 6+ years of non-profit fundraising and major gifts development experience with progressive responsibility and evidence of effective management and leadership.
- The ideal candidate will be both a thoughtful manager and eager team member for the development staff, fostering high morale and a strong esprit de corps.
- Adaptable, accessible, creative, and enthusiastic, the Director of Development will work closely with the Executive Director and the Leadership Team to provide strategic direction and both long and short range planning to identify, cultivate, solicit, and steward existing donors and prospects.
- Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education and environmental justice is an expectation for the position.
- Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects

Salary, Benefits and Perks
The Director of Development’s starting salary will range from $95,000 to $125,000.

This is a full-time, year-round position at Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:
- A generous vacation and PTO policy
- Health, dental, vision and life insurance
- 401K plan
- An inspiring working environment on Governors Island in New York Harbor.
- FSA plan
- Pre-tax commuter program
- Citi Bike discount

Who we are and the work we do

About
The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision
A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.
**Our Ethos**

*Restoration through Education*

We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor and restore their Harbor.

*Education through Restoration*

We believe that students learn best when applying their studies to a large-scale ecosystem restoration project that challenges them to become active participants and takes them out of the classroom, down to the water’s edge to experience the ecosystem first-hand.

**Our Flagship School**

The Urban Assembly New York Harbor School's mission is to provide a college-preparatory education built upon New York City's maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water.

**Equal Employment Opportunity**

Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

**Fingerprinting**

Any person working in the NYC DOE buildings, working with NYC DOE students or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency's Personnel Eligibility Tracking System roster.