JOB ANNOUNCEMENT
PART TIME DEVELOPMENT MANAGER

ABOUT TENANTS & NEIGHBORS

Tenants & Neighbors is a dynamic grassroots organization that harnesses tenant power to preserve at-risk affordable housing in New York and to strengthen tenants’ rights at the local, state, and national level. Through tenant organizing, education, leadership development, and grassroots mobilization, we are building a strong and unified tenant movement that has the knowledge and power to effect real change.

Tenants & Neighbors has been fighting for tenants’ rights and affordable housing for over thirty years. We are now at a transformational moment in our development as an organization and are seeking a creative and forward thinking Development Manager who will help lead Tenants & Neighbors at this critical juncture- maintaining our current funding sources while diversifying our income streams and securing support for our new initiatives.

Tenants & Neighbors is comprised of two affiliate organizations, the New York State Tenants & Neighbors Information Service and the New York State Tenants & Neighbors Coalition, which have a combined annual operating budget of approximately $500,000. Funding for the Information Service comes primarily from government allocations and foundations; the Coalition is entirely funded by membership dues, contributions from tenants and tenant associations, and special events. The Development Manager’s time will be divided between the two organizations.

POSITION DESCRIPTION:

The Development Manager will report to the Executive Director. They will have primary responsibility for raising the funds to support our current programs as well as the new initiatives outlined in our strategic plan, and for increasing the organization’s cash reserves. They will also be on the leadership team of the organization, participating in strategic and long range planning, program planning and evaluation, and strategy discussions.

One of the initial responsibilities of the Development Manager will be to assess the current status of fundraising and fundraising capabilities and will develop, in collaboration with the Executive Director and Board of Directors, a long-term fundraising strategy and annual fundraising plan for each of the two affiliate organizations. The goals the Development Manager will be working to achieve in the coming years will include: strengthening the Board’s role in fundraising; establishing a mid-range and major donor program and a bequest program; working with the organizing staff to develop and implement a strategy for building and diversifying our base of dues-paying members; exploring the feasibility of an earned income program; assessing and making recommendations for improving our system for collecting and analyzing data about
members/donors; and developing new development and communications materials, including new membership materials and an annual report.

The Development Manager will also be expected to build a culture of fundraising at Tenants & Neighbors, ensuring that the Board, staff, and members come to see fundraising as a critical component of the work we all do and are knowledgeable about and engaged in our fundraising activities. And they will be expected to be deeply engaged in Tenants & Neighbors organizing, campaign, and leadership development work, meeting regularly with program staff to learn about how their work is evolving, observing program activities, and interacting with members.

QUALIFICATIONS:

The ideal candidate will be passionate about joining a grassroots organization led by low and moderate income people fighting for economic justice, and helping us to increase our financial sustainability and to strengthen our capacity to effect real change.

They will bring at least 2 years of development experience, ideally for a grassroots organization with an organizing and advocacy focus, and will have a strong track record of creative and successful fundraising. Experience should include government grants and allocations, foundation grants, special event planning and coordination, telemarketing, direct mail appeals, and member recruitment.

The ideal candidate will thrive in an extremely fast-paced, dynamic, and collaborative work environment, will have excellent organization skills, be detail oriented, and be able to manage multiple deadline-driven projects simultaneously. She will also be professional, articulate, personable, creative, and have excellent communication skills.

Familiarity with the housing field in New York State and relationships with funders that are likely to support our organizing, advocacy, and leadership development work are a strong plus. Strong computer skills, including ability to manage our member database, are essential. Ability to speak a language other than English, ideally Spanish, Cantonese, or Mandarin, is preferred.

COMPENSATION:
The salary is $30K for applicants with substantial relevant experience. This is a part time position which includes two weeks vacation.

TO APPLY:

Please submit your resume, a thoughtful cover letter, and two writing samples to employment@tandn.org and put “Development Manager” in the subject line. Ideally writing samples should be a direct mail appeal and a grant proposal. Candidates will be interviewed on a rolling basis. We strongly encourage candidates to learn more about Tenants & Neighbors by visiting www.tandn.org prior to applying.