



INNOVATIVE YOUTH ORGANIZATION IN EAST HARLEM SEEKS CHIEF DEVELOPMENT OFFICER

Harlem RBI is seeking a dynamic individual to serve as our Chief Development Officer (CDO). The CDO will serve as a member of Harlem RBI's Executive Team while leading the organization's fund development, relationship development and communications efforts. The CDO will have overall responsibility for leading a team of development professionals in carrying out Harlem RBI and DREAM Charter School's fundraising and communication strategies and for developing a comprehensive Development & Communications Plan to reach all annual fund and capital fund revenue goals. The CDO should demonstrate a strong commitment to the mission and values of Harlem RBI and DREAM and should have substantial expertise in all areas of responsibility.

Roles and Responsibilities

- Create a comprehensive Development Plan that includes both broad strategies to accomplish fundraising goals and micro and macro level systems and procedures for implementation
- Lead all of Harlem RBI's fund development activities, including day-to-day development operations
- Partner with Harlem RBI's Board of Directors and DREAM Charter School's Board of Trustees to build relationships with their networks, securing resources for Harlem RBI and DREAM
- Supervise and manage Harlem RBI's team of seven talented development professionals
- Cultivate and steward individual and corporate major gift prospects and donors
- Create strategy for Harlem RBI / DREAM's fundraising events and manage execution of event plans, which will include follow up with event sponsors and potential new donors
- Oversee the organization's efforts to solicit competitive public and private grants
- Develop marketing, communication and brand strategies for Harlem RBI and DREAM Charter School
- Ensure compliance with all regulations regarding accountability and sound fiscal/fundraising practices
- Oversee creation and production of all major Harlem RBI and DREAM Charter School publications
- Work closely with a Capital Campaign specialist in preparation of a major fundraising drive

Qualifications

- Bachelor's Degree required, MBA and/or related Master's Degree preferred
- 7-10 years of experience as a fundraising professional; including 5 years as a non-profit manager
- Basic development/fundraising skills including how to cultivate and steward major gift prospects, research and write grant proposals and build relationships with institutional and governmental funders
- Strong understanding of planning and managing fundraising special events
- Professional fundraising training and certification (Indiana School/AFP/INM/etc.) preferred
- Experience in youth-friendly environment (including direct service work) preferred
- Basic knowledge of non-profit environment in New York City and youth development practices
- Proficiency with Microsoft Office, database and internet applications
- Excellent attention to detail
- Excellent social, interpersonal, written communication and public speaking skills
- Ability to demonstrate strong leadership while being a flexible, team-oriented individual

Hours

Evenings and weekends will be required

Compensation

Salary is highly competitive and commensurate with experience. All full-time employees receive an excellent benefits package including health and dental insurance, a 403B retirement account, life insurance, twenty days paid vacation per year and access to a full range of social services through our Employee Assistance Program.

How to Apply

To apply, please send a resume and cover letter to jobs@harlemrbi.org. **Please put "CDO" in the subject line** and please let us know how you heard of this opportunity. **NO PHONE CALLS PLEASE.**

Harlem RBI provides equal opportunity for all applicants and employees.



Who We Are

Harlem RBI serves over 800 East Harlem youth by providing free, high-quality summer and after-school programs to youth ages 6-21 years in an intensive multi-year commitment that connects youth and families to age-appropriate programs and passionate professional staff over time.

All Harlem RBI youth play on a baseball or softball team and participate in a full range of education and youth development programs designed to build the skills and confidence necessary to succeed as healthy and active adults.

Harlem RBI's programs have been recognized nationally and locally by leading youth development practitioners and researchers.

In September 2008, Harlem RBI opened the DREAM Charter School. DREAM's mission is to educate East Harlem children through a comprehensive K-8 program that builds a community of passionate lifelong learners. The DREAM Charter School currently serves 200 kindergarten, first, second and third-grade students and will grow one grade (50 students) each year until it reaches capacity with grades K-8 and a total of 450 students.

What We Do

Using a unique blend of youth development principles and sports, Harlem RBI provides inner-city youth with opportunities to Play, Learn and Grow as student athletes. Staff uses the power of teams to Coach, Teach and Inspire youth to recognize their potential and realize their dreams.

Our programs are designed to ensure that all youth graduate high school and matriculate to college. Harlem RBI graduates are:

- **physically and mentally healthy**, able to avoid risk behaviors;
- **high school graduates who matriculate to college**;
- **work ready**, with the basic knowledge and skills to find and maintain a job;
- **good teammates, friends & family members**, cultivating positive relationships with peers & adults;
- **confident, competent and caring members of their communities**; and
- **active citizens**, who participate in their community's social and political life.

We Believe in Teams

Harlem RBI uses the power of teams to challenge staff and volunteers to meet high standards of performance, to seek meaningful results from our work and to constantly seek improvement in the services we provide.

As a team, we are committed to personal and organizational growth. We work together to reach high personal expectations, fulfill our commitment to youth and make Harlem RBI a model learning community.

Collaborative relationships are at the core of Harlem RBI's work and we are dedicated to seeking out diverse voices to inform our decisions. We are committed to communicating openly and optimistically.

We Believe in Diversity

An ideal candidate understands the importance of a workplace with diverse, cultural backgrounds, ethnicities and heritage, races, gender, sexual orientation, abilities, and ideas. The candidate believes that embracing differences makes us stronger, and is committed to creating and maintaining an open and just work environment.

For more information, visit Harlem RBI on the web at www.harlemrbi.org.