

Associate Director of Development (Part Time - 20-25 hours a week)

BloomAgainBklyn (www.bloomagainbklyn.org)

BloomAgainBklyn is an award winning, nonprofit organization that promotes social well-being and environmental sustainability by upcycling unsold and once-used flowers for vulnerable populations, including nursing home and shelter residents, homebound seniors, trauma survivors, healthcare frontliners, at-risk children and food pantry recipients.

Working in partnership with over 70 community organizations and over 2500 volunteers, BloomAgainBklyn seeks to reduce social isolation and loneliness through the joy and healing power of repurposed flowers, while contributing significantly to the protecting the environment.

Position Summary

BloomAgain is seeking a development professional to work part time (20 hours/week) in support of fundraising and development program focusing primarily on Individual Giving and High Net Worth donors. Working closely with the Founder, the Chief Marketing Officer and the Board, the Associate Development Director is responsible for expanding the BloomAgain individual and institutional donor bases and maintaining and maximizing donations by current donors.

Key objectives of this position:

- Expand the BAB donor base to include a substantial number of high net worth donors, family and small-to-midsize foundations;
- Generate increased giving from existing donor base;
- Leverage BloomAgain corporate partnerships into corporate foundation grant opportunities;
- Maximize the greater NYC area as a donor base;

This position reports directly to the Chief Marketing Officer.

Primary Responsibilities of the Associate Development Director:

- Develop and implement a comprehensive, individual giving strategy focused on individual donor and family foundation cultivation opportunities, special events and communications
- Manage and execute calendar of individual donor communications, sending frequent (quarterly/semi-annually) messages to donor base
- Manage day-to-day donor relations including maintaining and updating donor lists, tracking, and recording donations, and preparing donation confirmations
- Track quarterly/semi-annual progress to goals for Development Committee and Board members
- Working with the Development Committee and the Board, oversee annual fundraising campaign and via direct mail, digital communications and in-person follow-up including:
 - Developing relationships with Board members and help them identify potential opportunities to leverage their relationships for positive individual giving outcomes, particularly identifying high net worth donors and family foundations
 - Preparing and coaching BAB leadership and Board of Directors for donor meetings, including for organizing in-home cultivation meetings and events

- Work closely with Board members to identify opportunities to leverage relationships and expand the donor base through communications, small events and follow up
- Create training and coaching for Board members to become comfortable and skilled at fundraising
- Provide support related to individual giving activity for Development Committee meetings
- As needed and as possible, attend in person corporate workshops, school-based activities, special events and quarterly Board meetings

Experience and Minimum Qualifications

- Bachelor's Degree and four years of fundraising and development professional experience preferably in the nonprofit sector with a focus on individual giving.
- Demonstrated familiarity and comfort with the Brooklyn/NYC donor base
- Excellent writing and public and interpersonal speaking communications skills
- Ability to deliver messages to a range of individual donors
- Detail oriented, excellent organization skills, ability and willingness to work independently
- Excellent digital skills, including proficiency in Mail Chimp and WIX
- Grant writing skills a plus
- Will work remotely and on-site as appropriate to the task. The Associate Development Director is expected to be on-site a minimum of two days per month

Salary is commensurate with qualifications. Salary range is \$40,000 to \$45,000

BAB does not offer benefits for this part time position

To apply please email resume and cover letter to Rick Anderson, Chief Marketing Officer, BloomAgainBklyn at rick@bloomagainbklyn.org. Please include some professional writing samples demonstrating skills and experience related to above-described tasks and skills, if available.