

## **Senior Development Associate**

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

### **POSITION OVERVIEW**

The Senior Development Associate is a key member of FPHNY's Development Team, reporting to the Director of Development, whose mission is to raise funds to support priority projects at the NYC Department of Health and Mental Hygiene.

### **RESPONSIBILITIES**

- Support and participate in fundraising/communications strategy development
- Work closely with program partners at the NYC Health Department to support project planning and to strategize to match programs with appropriate funding opportunities
- Monitor funding opportunities announced by public and private sectors
- Represent organizational leadership at meetings with Health Department, foundations and other partners
- Perform prospect research for specific programs
- Keep abreast of public health and philanthropy news to inform fundraising and communications efforts
- Research and maintain files on institutional and individual funding prospects and prepare solicitation materials, briefings, and required materials for meetings with funders
- Assist in writing, editing, formatting, and submission of proposals for grant funding and follow up with funders
- Manage multiple grant applications and other foundation, government, corporate and individual solicitations, events, campaigns, and funder education and cultivation efforts
- Maintain and improve donor databases and systems to track projects funded; produce timely donor acknowledgements; and create reports as needed.
- Work with grant managers once projects are funded, including participating in regular meetings with Health Department colleagues to ensure projects are moving forward in accordance with funder expectations and participating in editing and submitting reports and correspondence with funders

- Collaborate on strategies to reach individual and corporate donors and to build general operating support
- Contribute to developing communications plan and support implementation
- Perform any other department or agency related duties or special projects as directed by supervisor

### **QUALIFICATIONS**

- At least 7 years relevant experience including nonprofit fundraising
- Masters Degree required; MPH strongly preferred
- Strong written and oral presentation skills
- Prospect research experience required including ability to utilize internal and external tools for prospect research Excellent computer skills required and experience with Raiser's Edge or similar fundraising software a plus
- Experience with program development, budget development and donor stewardship
- Experience with communications preferred , such as drafting marketing materials or copy for social media, experience with social media
- Meticulous attention to detail
- Ability to work in small, fast-paced organization, bringing team spirit and a positive attitude
- Excellent time management skills including ability to meet established goals and deadlines.
- Ability to cultivate and maintain strong, positive, collegial working relationships with staff (FPHNYC and DOHMH) and external partners
- Experience in reading/understanding complex public health issues and being able to write summaries and grants in clear and simple terms

### **SALARY AND BENEFITS**

FPHNYC offers a comprehensive benefits package. The salary for this position is commensurate with education and experience.

### **TO APPLY**

To apply, send Resume, with Cover Letter including salary requirements and how your experience relates to this position, to [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org) indicating "Senior Development Associate" in subject line.

***The Fund for Public Health in New York City, is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.***