

February 7, 2012

JOB VACANCY NOTICE

Director of Individual Giving

Development Department

Grade M-7

The Community Service Society of New York (CSS), a 168-year old organization dedicated to alleviating poverty through research, advocacy, litigation, and direct service innovation, is seeking a smart, energetic Director of Individual Giving to complete our dynamic development team.

JOB DESCRIPTION:

- Builds and manages a broad base of individual donors through prospect research and management, donor identification, solicitation, cultivation, and stewardship.
- Develops annual giving program forecasts and fundraising strategies, analyzes trends, and makes recommendations for long-range planning to increase philanthropic support from individuals.
- Works with senior executives and board of trustees to cultivate and solicit major gifts.
- Manages all aspects of direct mail program, including acquisition and renewal appeals.
- Develops major donor and trustee campaigns and appeals.
- Designs and implements online giving program.
- Supervises cultivation, recognition, and fundraising events.
- Markets and oversees planned giving program.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS:

- Bachelor's degree with a minimum of five (5) years of fundraising experience, with an emphasis on individual giving, and at least one (1) year of supervisory experience.
- Excellent writing, editing, communication, and management skills.
- Strong familiarity with tracking systems and technology to analyze and disseminate information. Raiser's Edge a plus.

Submit resume, cover letter, and salary requirements to:
Community Service Society of New York
Human Resources Department DV-7
105 East 22nd Street, New York, NY 10010
Fax (212) 614 5336 or e-mail cssemployment@cssny.org
AA/EOE