



Position: **Development Manager**  
Location: New York, NY  
Reports to: Chief Development & Communication Officer  
Hours: Full-time: 40 hours/week (some evenings/weekends required)

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### **About Jericho Project**

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 34-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 400 units of supportive housing including 7 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. A new residence at Walton Avenue in the Bronx is under construction.

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### **About the Position**

The Development Manager is responsible for supporting the work of the Development and Communications Department. The Development Manager will be responsible for managing the existing pipeline of grant funders and identifying new funding prospects. Looking for an organized, high-energy individual to research and identify grant opportunities. The Manager will be responsible for preparing, submitting and managing grant proposals; including compulsory follow-up reporting metrics and narratives. This position requires an individual who is detail-oriented, efficient, and accurate; with strong communication and interpersonal skills. The ability to effectively collaborate with and support internal departments, board members, key donors, government funders, and private/corporate foundations is essential. Networking and leveraging contacts are also important fundamental requirements to support the grant revenue goals. This position requires a self-starter who has high energy, takes initiative, and welcomes a challenge. It will require responding to a wide-ranging set of challenges and coordinating work across areas of this growing organization.

#### **Responsibilities:**

- Work with the Chief Development and Communications Officer to set, track, and meet annual institutional fundraising goals.
- Maintain up to date information on funder grant deadlines and reporting requirements and ensure compliance with such deadlines.
- Grant prospect research.
- Write corporate and foundation letters of intent, concept papers, grant requests and grant reports.
- Project manage responses to federal, state, and city government RFPs.

- Work with Chief Officers and Program staff to gather appropriate quantitative data and outcomes measurements to support the creation of strong donor reports and updates.
- Coordinate with CFO to create grant and report budgets.
- Manage communications and relationships with current and prospective institutional funders.
- Other duties as assigned by the Chief Development and Communications Officer (CDCO).
- Supports the Development team's strategic goals by generating grant revenue from a comprehensive portfolio of sources that includes private/ corporate local/state/federal government funding sources.
- In-depth knowledge and experience in grant writing and reporting for a non-profit organization.
- Develops a thorough understanding of Jericho's history, programs, and financial information to be strategically incorporated in the grant submissions.
- Executes the full range of activities to prepare, submit, and manage grant proposals.
- Prepares all grant reports.
- Administers and responds to all renewal activities for current and/or multi-year grants; while managing and strengthening the existing pipeline.
- Performs targeted prospect research to evaluate and prioritize new funding opportunities.
- Complies with all reporting as required by funders, in an accurate and timely manner.
- Provides assistance in planning and implementing annual development plan.
- Works closely with CDCO to ensure stewardship and cultivation of existing funders and prospective funders.
- Provides weekly project status updates to CDCO
- Updates status calendar with all proposals, funding confirmations, pledges acknowledgements, etc.

### **Requirements:**

- College degree minimum; excellent oral and written communications skills ability to write clear, structured, and persuasive proposals.
- 3-5 years' experience in non-profit grant writing and donor research preferred.
- Strong research, strategic and critical thinking skills.
- Proficient presentation and written communications skills.
- Track record of success with foundation, corporate, and government grants; organizing and responding to large, multisite federal government RFP's preferred.
- Experience with corporate partnership strategies a plus.
- Intermediate/Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience with Raiser's Edge or other donor database programs.
- Strategic understanding of donor research, donor segmentation, and donor relations.
- Organized detail oriented, able to manage multiple projects and deadlines.
- Passion for poverty alleviation and economic justice.
- Metrics-driven with the ability to create dashboards to manage, track, and meet deadlines.

### **Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

**How to Apply:**

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Development Manager**  
245 W. 29th Street, Suite 902  
New York, NY 10001  
Fax 646.624.2301  
careers@jerichoproject.org

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*