



Position: Chief Development and Communications Officer
Location: New York, NY
Reports to: Chief Executive Officer
Hours: Full-time, 40 hours per week

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.

About the Position

Reporting to the Chief Executive Officer (CEO), the Chief Development and Communications Officer (CDCO) serves as a key member of Jericho Project's senior management team. In partnership with the CEO, the CDCO is responsible for all fundraising and communications activities. The successful candidate will forge new relationships to build Jericho's visibility, impact, and financial resources and will have responsibility for the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support.

The CDCO will expand and diversify Jericho's donor base and work closely with the CEO to secure funding for new initiatives. In addition, he/she will work closely with the board of directors and support board members as they take on a more active fundraising role.

Responsibilities:

Development

- Support and partner with the CEO, Board President, and board members on all major fundraising initiatives.
- Lead development of fundraising budgeting and annual income projections.
- Supervise Development Associate, Development (Grants) Manager, and Communications Associate.
- Actively work with the CEO and senior staff to develop and implement a comprehensive development strategy to include corporate, foundation, government grants, etc.
- Oversee development and execution of all proposals and reports with a long-term relationship-management approach.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Monitor and report regularly on the progress of the development department.
- Develop and manage annual special events, including gala, fundraisers, and cultivation events.
- Oversee print and online giving solicitations, including managing year-end solicitation mailing.

- Staff Board Development committee and other committees as assigned.
- Oversee Jericho's Young Professionals Council (YPC).
- Oversee corporate volunteer program, resulting in 5-10 corporate volunteer events annually.

Communication

- Oversee Jericho Project's on-line presence, including the website, Facebook, Twitter, and other social media.
- Manage relationship with PR consultant.
- Manage all internal and external communications, including newsletters, brochure, and agency reports.
- Develop client profiles and communication materials that utilize Jericho Project programmatic outcomes.

Requirements:

- Bachelor's degree.
- A record of success in raising significant amounts of money through some or all of the following: major gifts or investments from individuals, annual giving campaigns, innovative partnerships, businesses, foundations, corporations, and the public sector.
- Passion for Jericho's mission, values, and approach.
- Sophistication, with the intellectual depth and maturity to work with other executives, staff, Board members, and others in development-related activities.
- Strategic understanding of various development and marketing campaign activities, including: proposal and grant development, annual fund and planned giving, event planning and management, direct solicitations, leveraging databases and support systems for donor/investor segmentation, research and volunteer management.
- Exceptional communication skills, both written and verbal (e.g.: solicitation letters, donor correspondence, proposals and other materials for publication, meetings and presentations in-person, by phone and by video conference) and the charisma to use words to inspire in these multiple formats.
- Exceptional interpersonal skills and a collaborative working style.
- Self-confidence and strategic thinking skills with an entrepreneurial mindset.
- Detail orientation, with an ability to operate in a highly organized fashion.
- Excellent listening skills, comfortable receiving input from many sources, analyzing disparate information to synthesize a well-organized plan.
- Flexibility and creativity, exhibiting determination while maintaining respect for others' concerns and an ability to find alternative ways of reaching funding objectives when barriers arise.
- Discipline and a high energy level; a "doer" with a willingness to work hands-on with limited resources in executing a variety of development and advancement activities.

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: **Chief Development and Communications Officer**
 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