

Job Title: Development Officer

Location: NYC/ Hybrid

Reports To: Executive Director

FLSA Status: Exempt

Position Type: Full-time

Position Summary

The Development Officer is a strategic and results-driven fundraising professional responsible for cultivating, soliciting, and stewarding a portfolio of major donors, foundations, and corporate partners. This individual plays a critical role in advancing the mission of the ESU by securing significant philanthropic support, deepening donor engagement, and expanding revenue streams to support organizational priorities.

Key Responsibilities

Strategic Fundraising & Portfolio Management

- Manage and grow a portfolio of high-capacity individual, corporate, and foundation donors.
- Create customized engagement and solicitation strategies for prospects based on interests, history, and capacity.
- Achieve annual fundraising goals through major gifts, grants, and partnerships.

Donor Engagement & Stewardship

- Build strong, lasting relationships with current and prospective donors.
- Conduct regular in-person meetings, donor calls, and events to cultivate relationships.
- Collaborate with program staff to create compelling impact reports and donor communications.

Proposal Development & Reporting

- Develop and submit proposals, grant applications, and stewardship reports tailored to donor interests and organizational priorities.
- Track and meet all grant and funder deadlines, working across teams to ensure timely submission and reporting.

Leadership & Collaboration

- Serve as a thought partner in the development of the organization's fundraising strategy.
- Mentor program staff as appropriate.
- Work closely with the communications team to align messaging and donor-facing materials.

Data & Systems

- Maintain accurate records of donor interactions and giving history in the CRM/database (e.g., Salesforce, Raiser's Edge).
- Generate and analyze reports to assess performance and inform strategy.

Qualifications

- Minimum of 4-7 years of progressive fundraising experience, with a proven track record in securing major gifts (\$10,000+), grants, or corporate support.
- Exceptional relationship-building and communication skills.
- Strong proposal and grant writing skills.
- High level of emotional intelligence, professionalism, and discretion.
- Ability to work independently and collaboratively in an evolving, mission-driven environment.
- Familiarity with fundraising software and donor databases.
- Bachelor's degree required; advanced degree or CFRE certification a plus.

Salary Range: \$110,000 to \$119,000 (PNP)