



Engage. Educate. Elevate.

**POSITION ANNOUNCEMENT: Director of Development**  
**LOCATION: New York, NY**

**Organization Overview**

The Harlem Educational Activities Fund (HEAF) is a comprehensive, non-profit supplemental education and youth development organization that helps dedicated public school students from Harlem and the surrounding communities develop the intellectual curiosity, academic ability, social values and personal resiliency they need to ensure success in school, career and life. The Harlem Educational Activities Fund identifies students in middle school and supports them until they are successfully admitted to four-year colleges through a variety of afterschool, Saturday and summer educational and youth development programs. An entrepreneurial organization with an eye towards growth, the Harlem Educational Activities Fund is currently in the process of identifying the best opportunities for increasing the organization's reach and impact. For more information, please visit [www.HEAF.org](http://www.HEAF.org)

**Position Overview**

Harlem Educational Activities Fund is currently seeking an ambitious and results-driven Director of Development to lead fundraising for this entrepreneurial, growth-oriented organization. As a member of the senior management team, the Director of Development will drive fund development efforts from a variety of sources, including individuals, foundations, corporations, and events. The Director will build on the Harlem Educational Activities Fund's success and leadership to continue leveraging existing partnerships and to cultivate new relationships to strengthen financial resources. Reporting directly to the President, the Director of Development will cultivate and manage relationships to meet ambitious goals and further the organization's mission and vision.

**Responsibilities**

- Manage and grow a portfolio of donor relationships by cultivating and maintaining strong, positive relationships with diverse base of existing and prospective funders, especially among high net worth individuals, foundations, and corporate donors
- Partner with the President to build and implement a strong, diversified fundraising program
- Strategically leverage the time of the President and other organizational leaders to meet aggressive fundraising targets, including continuing to develop the capacity of the Board to support development goals
- Develop and maintain systems to ensure accountability and help evaluate the effectiveness of the organization's fund development program
- Oversee preparation of high-quality materials, proposals, and reports required to support ongoing fundraising activities; understand and communicate the Harlem Educational Activities Fund's programmatic impact in a compelling message to effectively engage potential donors and volunteers
- Stay abreast of and evaluate the effect of philanthropic, economic, social, and community trends related to the Harlem Educational Activities Fund; ensure that staff and Board Members are informed of changes in trends and initiatives that might impact the organization
- Collaborate with other senior management team members to provide input into organization's strategic plan

**Qualifications:**

- Significant experience and demonstrated success raising funds for community-based, growth-oriented nonprofit organizations
- Substantial experience implementing fundraising plans and cultivating relationships for all funding streams including high net worth individuals, foundations and corporations with a successful track record of raising at least \$2M annually
- Experience growing the individual donor base of an organization
- Exceptional written and oral communication skills; demonstrated ability to conceptualize and describe funding needs in a way that is comprehensive and compelling to potential donors
- Demonstrated ability to think strategically while executing tactically within a resource-constrained environment
- Ability to make decisions independently combined with an ability to work collaboratively
- Capability to thrive and take initiative in a success-driven environment with a commitment to a high standard of excellence, responsibility and accountability
- Passionate commitment to the Harlem Educational Activities Fund's mission, vision and strategic direction
- Bachelor's degree or equivalent experience required

*Harlem Educational Activities Fund is an Equal Opportunity Employer.*

**To Apply:**

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format and addressed to Danielle Moss Lee at <http://jobs.cgcareers.org/application.aspx?id=1645>. Applications will be reviewed on a rolling basis.

**About Commongood Careers:**

Harlem Educational Activities Fund has partnered with Commongood Careers to conduct the search for a Director of Development. Commongood Careers is a nonprofit search service that connects talented individuals to organizations that are dedicated to creating positive social change. Founded and staffed by nonprofit professionals, Commongood Careers offers personalized, engaged services to jobseekers and organizations throughout the hiring process, as well as access to a wealth of knowledge about nonprofit careers. [Learn more about nonprofit jobs at Commongood Careers.](#)