

**About New York Junior Tennis & Learning:**

NYJTL is the largest youth tennis and education nonprofit organization in the nation reaching more than 85,000 NYC children. NYJTL offers comprehensive after-school and community tennis programs to youth 5-18 years of age throughout all five New York City boroughs. The organization was founded in 1971 and will celebrate 50 years of service to under-resourced NYC children this year culminating in a 50<sup>th</sup> Anniversary Gala in May, 2022. The mission of NYJTL is to develop the character of youth through tennis and education for a life time of success on and off the court.

In June 2015, the \$26.5 million Cary Leeds Center for Tennis & Learning opened as the flagship home of NYJTL in the heart of the Bronx. In April 2017, the Cary Leeds Center completed its final phase of construction with the opening of the Pershing Square Stadium, the Victor Kiam Stadium, and the Dalia and Larry Leeds Viewing Bridge. The Cary Leeds Center provides more than 6,000 hours of free tennis court time annually to the community's under-resourced youth.

**Position Summary:**

NYJTL seeks a Development Manager to oversee the administration and execution of the organization's development efforts. The Development Manager will implement fundraising campaigns, including developing strategies to cultivate new donors (individuals, corporations, and foundations); strengthen how we track, communicate, and manage relationships with current and prospective donors; collaborate with board and committee members; and increase donations through targeted events and appeals. The Development Manager will report to the Chief Marketing & Development Officer and will be located in Long Island City, Queens.

**Responsibilities:**

- Execute fundraising strategy targeting specified fundraising channels
- Maintain relationships with current donors, board members and key stakeholders
- Manage the donor database including building fundraising appeals and generating donation forms
- Ensure timely and accurate reporting and data cleanliness
- Manage gift processing, acknowledgement and reconciliation in collaboration with Finance
- Prospect, draft and submit foundation proposals; oversee grant cycle management
- Craft and execute direct mail appeals
- Develop print and digital marketing collateral in collaboration with other staff
- Oversee the planning and execution of select special events related to donor development

**Qualifications:**

- Bachelor's degree
- 2-4 years of experience in fund development
- Strong verbal and written communication skills
- Detail-oriented, highly organized, and able to work well under pressure
- Trained user of donor database, preferably Raiser's Edge/NXT
- Available on nights and weekends as needed
- Ability to stand for duration of events; lift up to 20 pounds
- Interested in tennis and education

**Notice of Non-Discrimination:**

NYJTL is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation. It is the policy of NYJTL to comply with all federal, state, and local laws and regulations regarding equal opportunity. We center equity in all our work and in our hiring practices.

**Notice of Contractual Obligation:**

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.