



POSITION:

Director of Development and Communications

ORGANIZATION:

exalt

ABOUT THE ORGANIZATION:

Founded in 2006, *exalt's* mission is to elevate expectations of personal success for youth ages 15-19 who have been involved in the criminal justice system. *exalt* inspires youth at a critical crossroads to believe in their worth, from the first steps in contemplation through the journey to create lasting behavioral change. *exalt's* powerful combination of structured classes for tangible skill development, individualized support to navigate the education and justice systems, placement in paid internships and an alumni network of resources equips youth with the tools and experience to avoid further criminal justice system involvement.

exalt is an organization designed specifically for youth involved in the criminal justice system in which youth participate *by choice*, versus compliance. The organization currently serves 380 youth annually - 70% young men and 30% young women. Over 90% of participants in *exalt's* program are Black (Caribbean, African, and African American) or Latino. *exalt* is about to close a three-year strategic plan that guided the organization to nearly triple its current size, and will embark on a two-year plan to respond to challenges stemming from COVID 19.

exalt's impact is remarkable: 95% of its participants do not recidivate two-years post-program (compared to the 60% state average), and 99% of its participants are enrolled and progressing in school two-years post-program where typically only 8% of court-involved youth across the city go on to graduate from four-year colleges.

exalt empowers youth to see a future filled with hope, and provides a roadmap to get there. For more information on this extraordinary organization, please visit <https://exaltyouth.org>

ABOUT THE POSITION:

Reporting to *exalt's* Executive Director, the Director of Development and Communications will lead the organization's fundraising efforts through this pivotal time by researching and actively engaging prospective individual and institutional donors while building, expanding, and cultivating *exalt's* existing circle of supporters and friends. This is an ideal opportunity for an organized, committed and impactful fundraising leader who is passionate about growing and scaling *exalt's* mission. Key responsibilities of this position will include:

Vision-Setting & Execution

In partnership with the Executive Director:

- Design and implement a broad-based development strategy to meet \$3 million of *exalt's* annual fundraising goals through major gifts, corporate, foundation, and government funding, special events, and cause-related marketing.
- The Director of Development and Communications will participate in goal setting and forecasting organizational budgets for upcoming fiscal years based on current sources of revenue and expectations for the future by assisting the Executive Director, Comptroller, and Finance Committee in developing budgets for upcoming fiscal years.
- The Director will work closely with members of the Board as a member of the Board Development Committee and also Board Marketing Committee. The director will assist the Board Development Committee in building and developing board capacity as well as working closely with the Marketing Committee to ensure our messaging is consistent with our stakeholders and partners.

Fundraising

- Manage complete grant cycle processes for foundations: create high-quality grant applications and proposals including budgets, and preparing other materials as needed (e.g., reports, letters of intent, program briefs, etc.); managing submission processes and necessary follow-ups to include reporting requirements, periodic updates to the ED, Comptroller and Finance Committee as well as producing and final reports required by the grantor, ED or Finance Committee.
- Develop a major gifts program: identify and research prospects; cultivate, solicit, and steward major donors; track and manage follow-ups for all prospects on an ongoing basis
- Assist in identifying and cultivating corporate and government prospects
- Work with *exalt's* accountant to develop and produce financial and other related reports
- for all fundraising programs
- Work collaboratively across *exalt's* team to ensure everyone at the organization is well
- positioned to be a storyteller on behalf of the organization
- Build and develop board capacity and goal setting in order to drive fundraising impact
 - Manage one external grant writer with the potential to grow the development team in the
- future
- The Director of Development and Communications will be responsible for overseeing and maintenance of the donor data to ensure that the most updated information is available.

Communications

- Strategically communicate *exalt's* unique story effectively to the right audiences to deepen the organization's impact
- Manage direct mail and online programs, seeking to increase the amount given by current donors, and growing the total base of donors

- Manage creative content and messaging for various communications, such as e-mail solicitations, periodic newsletters, annual reports, press releases, and sponsorship decks
- Ensure timely and accurate acknowledgment and recognition of all gifts, from all sources
- The Director will be responsible for the creation of donor materials such as annual appeal letters, annual reports, email blasts, web content, and social media posts.

CANDIDATE REQUIREMENTS:

To be considered for this exciting position, candidates should possess the following:

- Palpable, well-articulated connection to *exalt's* mission
- A minimum of five to ten years of development leadership experience in the non-profit sector required
- A proven track record of identifying, cultivating, and soliciting significant individual and institutional donors with success; knowledge of the New York City philanthropic community strongly preferred; knowledge of government funding a plus.
- Exceptional communication skills, both written and verbal, with the ability to develop and deliver successful presentations to engage key stakeholders
- Experience liaising with a Board of Directors to drive fundraising impact
- Strong time-management skills and ability to work efficiently and effectively in a deadline-driven, fast-paced environment
- Hunger for fighting systemic oppression and a collaborative, passionate, “all hands on deck” orientation to going to work
- Excellent computer skills required

LOCATION: New York, NY

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

exalt is an equal opportunity employer and welcomes candidates from diverse backgrounds.