



EMPLOYMENT OPPORTUNITY

Vice President of Development

ABOUT OUR COMPANY

CDCLI was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. That strong tri-sector support continues today. CDCLI is a regional and national leader in affordable housing and community development, with high standards of performance and a desire to identify and implement creative ways to solve problems and empower residents in the community.

CDCLI programs are complex, multi-partnered and diverse. CDCLI is committed to making dreams of long-term economic stability come true. As a chartered member of NeighborWorks®, CDCLI is certified to meet a high standard of fiscal integrity and service performance to assist local residents in achieving their dreams, and is recognized by NeighborWorks® as an “exemplary organization.”

With the mission to “invest in the housing and economic aspirations of individuals and families by providing solutions that foster and maintain vibrant, equitable, and sustainable communities,” CDCLI maintains steadfast in its commitment to its three pillars of focus: (1) Community Development and Housing for All; (2) Economic Stability; and (3) Advocacy.

THIS OPPORTUNITY

This is an exciting opportunity to join a growing, award winning company that is at the forefront of the sustainable housing community on Long Island. The position is ideal for a forward-thinking, innovative and proven leader with experience in non-profit marketing and development and the ability to work in a fast-paced, high-level environment to achieve desired outcomes.

The Vice President of Development is a member of the executive leadership team of CDCLI, working closely with the CEO, COO, and CFO to promote the organization and its future direction and to implement marketing and development protocols for success.

GENERAL STATEMENT OF DUTIES

The Vice President of Development is responsible for securing financial resources through grants, appeals, fee for service and revenue generating initiatives which will support and expand the organization's programs and services. The Vice President is also responsible for managing and growing the organization's brand and all aspects of marketing communications in order to raise awareness of the organization, issues related to CDCLI's three pillars of focus, increase public and funder awareness of the organization and expand the base of support.



SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Responsible for developing an annual comprehensive development plan, in collaboration with the CEO, with targeted goals, objectives, methods, quantifiable outcomes and timelines, which will achieve budgeted goals.
2. Responsible for securing general operating and capacity building grants.
3. Responsible for developing and monitoring a realistic annual fund budget with realistic revenue and expense projections.
4. Investigate possibilities of program partnerships and strategic alliances that will extend the organization's brand in the community and increase avenues of support.
5. Responsible for writing and submitting new and renewed grants and reports.
6. Responsible for working closely with all departments and staff to review program services in order to obtain information for reporting, comply with donor expectations and be aware of programmatic needs for funding to fill gaps or unmet needs of clients.
7. Develop and execute with the CEO a comprehensive marketing plan that includes events, media relations, press releases, social networking, Annual Report, website, newsletters, and branding.
8. Responsible for managing and promoting annual events including the Annual Luncheon.
9. Responsible for remaining abreast of the non-profit housing landscape, on the local, state and federal level, to identify trends, issues and opportunities, and recommending action in response.
10. Responsible, with the CEO, to grow positive awareness of the organization and strengthen its reputation with clients, funders and the communities it serves.
11. Manage the production and distribution of quality ancillary materials that support development and marketing goals.
12. In conjunction with the CEO, assist with the cultivation of outside organizations, corporate, foundation and business representatives via presentations, tours and volunteerism.
13. Manage and supervise staff within the Marketing and Development Department.
14. Additional duties consistent with the above as determined by the CEO.



Community Development Corporation of Long Island
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QUALIFICATIONS:

- Excellent oral and written communication and interpersonal skills
- Proven success in areas of individual and corporate giving as well as grant writing and funding.
- High energy, outgoing, team player, and a passion for CDCLI's mission is essential.
- Working mastery of computer programs including: SalesForce, Microsoft Word, Power Point and Excel.
- Documented experience with nonprofit marketing and social media.
- Experience supervising and motivating a team

EDUCATION/CERTIFICATIONS:

Preferred: Master's Degree or Certified Fund Raising Executive (CFRE) accreditation. Required: Bachelor's Degree with at least 5 years' experience in non-profit marketing and development.

Generous benefits package includes medical, dental, vision and retirement plans, as well as tuition reimbursement.

How to Apply: Please send resume and cover letter with salary requirements to Vice President - Human Resources @ humanresource@cdcli.org

CDCLI is proud to be an equal opportunity workplace. We celebrate it, we support it, and we thrive on it for the benefit of our employees, our consumers, and our community.

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