

## ***Development Manager – Marketing and Development Department***

### ***The Opportunity***

CDCLI is seeking a Development Manager to join our dynamic, diverse, and mission-driven team. 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 ideal candidate will be equipped to work in a fast-paced environment, support the design and implementation of new initiatives, communicate superbly in writing and verbally, coordinate organizational fundraising, and maintain a high level of attention to detail, record keeping and project management. Additionally, the ideal candidate will have extensive capacity to work within the virtual space, bringing a demonstrated understanding of various online tools, resources and platforms and be committed to the mission of CDCLI.

Community Development Corporation of Long Island (CDCLI) was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. Today, CDCLI is a regional and national leader in affordable housing and community development and committed to making resident dreams of long-term economic stability come true.

With our 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 remains steadfast to its three pillars of focus: Community Development and Housing for All; Economic Stability; and Advocacy.

Specifically, the Development Manager is a new role in the organization, he/she/they will centralize, and coordinate activities related to grant sourcing and application, philanthropic development opportunities and preparation of materials showcasing the organizations mission, impacts and needs.

As new funding opportunities and programs present themselves, the Development Manager will work closely with the leadership team to brainstorm, secure, implement and oversee such opportunities. This includes direct financial support programs and other housing development opportunities.

## Responsibilities

- Assist in the review, assessment and roll-out of new and expanded existing grant-funded programs
- Research and identify prospective donors and funding opportunities
- Draft and apply for new funding opportunities
- Provide recommendations and implement new philanthropy endeavors such as fundraising events, capital campaigns, etc.
- Develop language and layouts for communications used in grant applications, outreach efforts, and marketing/fundraising materials
- Work with internal departments in the development of new programs/event scope, budgets, timelines, and expected outcomes
- Assists management in the development of fundraising goals and works to achieve and surpass these goals
- Maintain current awareness of grant program requirements, and changes to relevant federal, state, and local regulations
- Maintain awareness of local, regional, and national trends around relevant funding opportunities and needs that align with CDCLI's mission.
- Maintain and update pertinent records, files, and outreach efforts
- Track development performance and meet established goals
- Respond to requests for information from management, program monitors, auditors, and other partners.
- Additional duties as assigned

## Qualifications

### Required

- Commitment to the mission and vision of CDCLI
- Thrives in a fast-paced, collaborative, and diverse team environment
- Able to work in a hybrid work environment (in person and remote) and meet the responsibilities of the position
- 3+ years' experience working in fundraising, grant writing, or grant compliance
- Strong organization, verbal and written communication, project management, and interpersonal skills
- Experience in budget development
- Experience in project management
- Experience in marketing/promotional materials design
- Proven time management, multi-tasking, and attention to detail
- Ability to identify, analyze and solve problems in a timely manner

- Creative and innovative thinker
- Expertise in various technology applications
- Proven ability to communicate effectively in person, in writing, and over the phone
- Ability to safeguard confidential and sensitive information

### Preferred

- Bachelor's Degree or equivalent education and experience
- Bi-lingual in English & Spanish
- Computer proficiency in communication and collaboration, productivity, and presentation tools, like Salesforce, Zoom, Microsoft Teams, Word, Outlook, Excel, and PowerPoint Database experience is a strong plus
- Experience working in diverse and/or underserved communities, and in culturally attuned, trauma-informed service provision
- Flexible work hours, including select evenings and weekends

### What We Offer:

CDCLI is proudly offers the following benefits:

- Hybrid, in-person, and remote work environments
- Generous vacation, personal and sick time
- 12 Paid Holidays
- Paid Family Leave Policy
- Pension Plan
- 403(b) with employer contributions
- Medical, Dental and Vision insurance
- Short and Long-Term Disability
- Flexible Spending Accounts (FSAs)
- Employee Assistance Program

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

Please note that CDCLI has adopted a COVID-19 vaccination policy to safeguard the health and well-being of our employees and the clients we serve. As a condition of employment, all CDCLI employees regardless of work location are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is approved or as otherwise required by law.