



**JOB POSTING**  
**Chief Development Officer**  
**Broadway Housing Communities**  
(New York, New York)  
POSTED: January 2018

**ABOUT BHC** Broadway Housing Communities (BHC) is a not-for-profit organization committed to social justice, by generating access to housing, education and cultural arts for communities challenged by inequality, generational poverty and homelessness. The impact of BHC's comprehensive approach serves as a model for policymakers, funders and practitioners, nationally and globally. Since 1983, BHC has pioneered supportive and affordable housing solutions serving formerly homeless adults, children and families, as well as those living in deep poverty; developed two exemplary early childhood centers with the capacity to serve up to 200 children from birth-5 and their families; and hosts three community art galleries inviting the wider community to engage with the cultural arts. In 2015, BHC launched the Sugar Hill Children's Museum of Art & Storytelling, the cultural capstone of BHC's most recent initiative, the \$84.5M mixed-use development known as the Sugar Hill Project. Designed by globally acclaimed architect David Adjaye, the 191,000sf Sugar Hill Project brings 124 units of permanent, affordable housing, an 11,000sf early childhood center, and innovative access to the arts to a community beset by poverty despite its legacy as the epicenter of the Harlem Renaissance.

**ABOUT THE MUSEUM** The Sugar Hill Children's Museum of Art & Storytelling is an initiative of Broadway Housing Communities and is aligned with BHC's commitment to social justice. Prominently located on 155<sup>th</sup> Street, the crossroads of the traditionally African American community of Harlem and the immigrant, largely Latino, neighborhoods of Washington Heights, the Museum is inspired by and celebrates the cultural legacy of Harlem's Sugar Hill historic district. Intergenerational exhibition and education programs strengthen the cognitive and creative development of young visitors with a focus on the needs of 3-8 year olds, provide opportunities to encounter and engage with important works of art, and encourage children to discover their own voices. Museum exhibitions showcase the work of historically significant, contemporary, and emerging artists and newly commissioned artist projects in dialogue with intensive hands-on, artist-led art education programs, monthly storytelling series and other public programs. The Museum has welcomed more than 33,000 visitors since opening to the public in October 2015.

**POSITION DESCRIPTION** Broadway Housing Communities seeks applications for a Chief Development Officer (CDO), a new position that will report to BHC's Executive Director and will work closely with the Director of the Sugar Hill Children's Museum of Art & Storytelling.

The CDO will serve as a key member of BHC's leadership team with responsibility for insuring that BHC and the Museum meet aggressive short- and long-term fundraising goals to support the institution's annual budget of \$8.4M. The CDO will play a pivotal role in strategic planning to formulate, advance, sustain and communicate the integrated missions of the institution, to secure support from public and philanthropic sources in New York City, nationally and internationally.

This position is ideal for an ambitious development professional ready to take his/her career to the next level as architect of a nimble and multi-pronged fundraising strategy. S/he must be able to work collaboratively and effectively with multiple stakeholders to support the institution's distinctive, comprehensive approach which pairs supportive and affordable housing with early childhood education and access to the arts in the high-needs communities of Upper Manhattan.

The CDO will be responsible for designing and leading a strategic, institution-wide development plan that will include coordinating foundation, corporate, major donor and government support, annual giving, legacy giving, and capital campaign initiatives; identifying opportunities for collaborative, cross-sector fundraising initiatives; Board engagement and development including strengthening joint BHC-Museum Board involvement; cultivation and stewardship of major gifts; strengthening, expanding and diversifying BHC's donor base and building a growing donor base for Museum programs; and events including an annual benefit and a robust schedule of jointly hosted and program-specific cultivation and fundraising events throughout the year. S/he will be responsible for leading a

development team that includes a Development Manager dedicated to insuring the success of the Museum's fundraising goals, two Development Associates, and a Communications Manager.

This is a full-time, exempt position based in New York City.

### **Responsibilities**

- Build and direct the implementation of a multi-year fundraising plan that will increase support from foundations, corporations, government sources, individuals and events.
- Lead integration of BHC and Museum development programs including institutional funders and prospects, cultivation and fundraising events, and annual giving.
- Work closely with BHC Executive Director and Museum Director to: steward and deepen existing donor relationships; direct moves management and prospect research to identify and cultivate new individual and institutional funders and government funding opportunities; direct and develop LOIs and funding proposals; increase opportunities for corporate engagement; and re-engage lapsed funders, with a focus on securing new six- and seven-figure multi-year commitments.
- Lead engagement and development initiatives for BHC Board of Directors and Museum Board of Trustees; lead Joint BHC-Museum Board Development Committee; insure that both Boards understand and support institution-wide fundraising goals; prepare materials, including Development Reports, for quarterly Board meetings.
- Working with BHC and Museum Boards, lead the effort to double annual gala revenues by 2020, from \$500,000 to \$1M.
- Provide leadership to ensure standards for quality and timeliness of preparation and follow-up for all funding solicitations and materials; acknowledgement of all gifts and grants, fulfillment of benefits and reporting mechanisms; and all donor communications.
- Guide the integration of donor and prospect database management, and an institution-wide development and communications calendar that includes grant applications and reporting deadlines, site visits, events and donor outreach.
- Lead the development of new donor-focused collateral material including presentations, videos, web copy, e-blasts, reports and print collateral.
- Prepare quarterly progress reports and forecasts on fundraising.
- Foster collaboration between development and program staff to build and sustain a successful philanthropic culture.

### **Qualifications/Requirements**

- A bachelor's degree required, with graduate degree preferred;
- A minimum of 7-10 years of direct fundraising experience, ideally including experience working within a not-for-profit organization that engages stakeholders through multiple gateways;
- A commitment to supporting BHC's social justice mission and the cross-sector service model that drives and unifies the institution's programs and services;
- A proven track record of securing six- and seven-figure gifts/grants and meeting fundraising goals;
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively; effectively represent BHC and the Museum, and articulate mission to diverse constituencies;
- Proven budget/financial management skills; experience in preparing and presenting financial/budget information to donors; computer literate, including familiarity with fundraising and database software;
- Superior interpersonal and leadership skills to collaborate effectively with all stakeholders and staff and to cultivate meaningful relationships with donors and prospects;
- Proven organizational skills; able to schedule and complete multiple short- and long-term tasks;
- Proven management and leadership capabilities; strong partnership-building and event planning skills;
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative;
- Fluency in Spanish a plus.

**APPLICATION** To apply for this position, please email your resume, cover letter and one professional writing sample, with salary requirements, to [resumes@bhc.org](mailto:resumes@bhc.org). Please indicate your last name and "CDO" in the subject line. Applications will be reviewed until the position is filled. **No phone calls, please** – we will respond to those candidates whose qualifications are best aligned with the components of this job description.

Salary commensurate with experience. We offer a comprehensive benefits package, including health, dental, 403(b) retirement plan, group life insurance, short term disability and generous paid time off.

BHC and the Sugar Hill Children's Museum of Art & Storytelling are Equal Opportunity Employers.