

JOIN OUR TEAM!



Dynamic & Creative LEADER
Looking to Make a Difference

Downtown Evening **SOUP KITCHEN**

Development Director

- Senior Level
- New Position
- Poised for Growth
- Ambitious Do-Gooder

Downtown Evening Soup Kitchen (DESK) is looking for a fulltime Development Director with the experience to oversee our private fundraising efforts for a budget of more than a half-million dollars. We're growing and expanding, and we want someone as enthusiastic as we are, with a strong commitment to our mission and New Haven!



See reverse for details on responsibilities, requirements, compensation, and how to apply, or visit deskct.org/dev.



OPEN POSITION – Sept. 20, 2022

DEVELOPMENT DIRECTOR

Full-time. Open until filled.

Downtown Evening Soup Kitchen (DESK) seeks an enthusiastic, dynamic, and highly creative Development Director. Reporting to the Executive Director, this *new position* will focus on private revenue generation for the organization, currently totalling more than a half-million dollars, but with much room for growth! The strongest candidates will have at least three years of experience in some facet of professional, nonprofit fundraising, but will be generally competent in all areas of fundraising, marketing, and communications. DESK wants a leader with the drive and appetite to build, over time, a robust Development Department, but with the flexibility and creativity to do whatever it takes in the meantime to establish that capacity. The most appropriate candidate will be ambitious but also extremely committed to the New Haven community.

Mission & Background Information

For the past five years, DESK has been on a trajectory of growth and expansion, developing from a small, two-person operation to a staff of more than fifteen and assets over two million dollars. Our mission is to serve people experiencing homelessness or living in poverty by providing food assistance and services that promote health, community, and equity. With 35 years of service under our belt, we are an established name in the community; in recent years, we have built a reputation of progressively bold and highly responsive services. In 2021, DESK purchased a three-story building in Downtown New Haven and opened the city's first low barrier Downtown Drop-in & Resource Center for people experiencing unsheltered homelessness; currently, we are in the middle of a multi-year capital campaign to renovate the entire building, with construction scheduled to begin in April 2023. DESK is eager to expand administrative and development capacity so as to sustain the important growth we have experienced in recent years.

Core Responsibilities

- **External Communications/Marketing** – Direct mail campaigns, email marketing, and social media engagement, and development of the agency website and other public-facing online platforms. (DESK currently uses MailChimp and Wordpress, and is active on Facebook, Instagram, Twitter, and LinkedIn.)
- **Community Relations** – Public speaking and community engagement opportunities; preparing staff, board members, and volunteers to engage the broader community.
- **Events Management** – Occasional fundraising and donor cultivation events.
- **Donor Cultivation & Stewardship** – Solicitation, cultivation, acknowledgement, appreciation, and stewardship; capacity building through recurring donations, major donations, and legacy donations, as well as expansion to new donors. (DESK uses Bloomerang as our CRM and Golden as our volunteer management system.)
- **Third-party/Peer-to-Peer Fundraising Management** – Working with supporters who want to raise funds for DESK through online and in-person events, drives, and other campaigns. (DESK uses Kindful Fundraising Tools.)
- **Leadership & Management** – Senior-level management, with supervisory duties.

Must-haves	Nice-to-haves (but not needed)
<ul style="list-style-type: none">• 3+ years experience in some facet of nonprofit fundraising• 1+ years experience in a supervisory capacity• General knowledge of all facets of nonprofit fundraising• Ethical leader and strong team player• Excellent communication skills in a variety of media• Highly organized; a real strategizer• Technical proficiency in CRM, MS Office Suite, Google Workspace, social media, and email marketing platforms	<ul style="list-style-type: none">• Experience directing volunteers• Spanish proficiency• New Haven proficiency (preference to locals!)• Experience working with people who are unhoused and/or living with mental health or substance use disorders• Experience providing basic needs

Compensation

DESK's compensation is determined by our Pay Equity Scale, available to view at deskct.org/payequity. Starting annual salary will be between \$52,800 and \$65,000, based on experience and certifications. Benefits include health insurance, life insurance, generous paid time off, getting to work in the center of the greatest small city in America, awesome coworkers, and a daily feeling of moral satisfaction as we strive to meet our mission and change lives.

How to Apply

Interested candidates must email a cover letter and résumé to hr@deskct.org with "Development Director Application" in the subject line. In addition, candidates are encouraged to submit any additional relevant work samples that speak to their experience and qualifications. *DESK is an equal opportunity employer who affirms and values greatly the role of diversity in the workplace and strongly encourages applications from people of all backgrounds and lifestyles.*