

The Center for Independence of the Disabled in New York (CIDNY) is a leading organization promoting the full inclusion of people with disabilities in New York City. Founded in 1978, we now serve more than 50,000 individuals with one-on-one assistance.

We advance the civil rights of people with disabilities, organize for change, and develop new leaders. We educate people with disabilities about their rights and the public about disability literacy to reduce stigma. We help people with disabilities develop their own road map to meet goals they have identified to better their lives. We offer benefits advisement, enrollment, navigational assistance and problem solving help related to housing, health, food, transportation and other services. We help individuals in transitioning home from institutions and youth transitioning to adult life. We are a disability-led organization, the majority of our Board and staff are people with disabilities.

About the Position:

As Development Manager, you will be responsible for developing and executing a development plan to increase revenue that will include seasonal appeals, foundation grants, responses to RFPs, and other development projects.

Reports to: Executive Director

Responsibilities

- Develop and execute an agency development plan including strategies for meeting annual development goals and increasing capacity to meet higher goals;
- Develop annual appeal letters in consultation with the Board and Executive Director;
- Manage donor lists, prepare acknowledgement letters to donors, advise Board solicitors of the engagement of their donors, and maintain meticulous donor records;
- Ability to extract and analyze development related data to document outcomes and progress;
- Research and respond to foundation grant opportunities and RFPs, write grant/contract drafts, and coordinate with the Director of Administration and other relevant staff;
- Cultivate major donors and increase effectiveness of others engaged in soliciting donors;
- Ensure that the agency provides complete and timely reports to funders;
- Collaborate with the senior directors in direct service, policy and advocacy, and education to develop grant deliverable reports and final reports to funders.

Required Qualifications:

- An advanced degree, certification or equivalent experience;
- At least 5 years of experience in non-profit fundraising, grant writing, and other forms of development with demonstrated successes;
- Experience with online and in-person solicitation;
- Organized, detail-oriented, and able to meet tight deadlines;
- Excellent verbal and written communication skills;
- Collaborative with colleagues;
- Ability to increase skills and motivation among Board members.
- Self-directed, able to take initiative, multi-task;
- Experience with Diversity and Inclusion including ability to work with people with disabilities, people who are Black, Hispanic/Latinx, and Asian American, and LGBTQ team members.

Excellent benefits including employer-paid medical coverage, vision, and dental care, access to 401k, 20 days paid vacation, 10 paid sick days, 10 paid holidays, 2 paid personal days.

How to apply:

Please send a thoughtful cover letter, a writing sample, and your resume to Cyrus Z. Kazi, Director of Administration, at ckazi@cidny.org. Do not send by fax.

Please use the job title as email header. NO PHONE CALLS PLEASE.

CIDNY is an Equal Opportunity Employer.