



project sunshine

Position: Director of Development

Type: Full Time

Reports to: Executive Director

Position Available: 11/1/2018

Organization Summary

Project Sunshine is a New York City headquartered organization that addresses the psychosocial and developmental needs of pediatric patients and their families. We serve patients ages 0-21 facing any medical challenge and take a family-centered approach to care, inviting caregivers and siblings to participate in all program activities. Project Sunshine was founded in a college dorm room by a student who motivated others to volunteer and fill a gap in care within the pediatric environment; for the past twenty years, this entrepreneurial spirit and commitment to bringing joy and connection into the hospital setting remain at the core of the organization.

Trained volunteers deliver in-hospital activities that normalize the hospital experience for young patients, provide support and resources to hospital staff, and offer volunteers a chance to give back to their communities. Our unique volunteer engagement model allows community groups, colleges, and corporations to create moments of connection with pediatric patients, caregivers, and families. It also steps beyond the formal healthcare system to provide adaptable, play-based programming that inspires child-centric and family-based behavioral change. By addressing individual behavior, the leading social determinant of health, Project Sunshine helps patients realize their own sense of agency.

Over 18,000 trained volunteers deliver programs that provide opportunities for creative expression, socialization, intellectual stimulation, and sensory integration to more than 150,000 pediatric patients and families. To carry out this impactful work, Project Sunshine partners with 325+ medical facilities across the U.S. and in four international locations: Canada, China, Israel, and Kenya.

Position Description

The Director of Development will join a passionate and energetic Project Sunshine team, at a time of significant organizational growth. He/she will be an enthusiastic, highly-motivated, and diplomatic leader and will play an important role in expanding an organization that brings hope and support to thousands of vulnerable children and their family members. He/she will work as a member of a fast-paced team of 18 on-site staff, and additional limited-term staff, senior interns and consultants, located at the organization's headquarters in New York City. The operating budget is now nearly \$4 million and poised for growth.

Responsibilities

Reporting to the Executive Director he/she will serve as a key and collaborative member of the team, playing a crucial role in the institution's dynamic growth; and will provide managerial oversight for two development support staff and other consultants as needed.

Fundraising

- Initiate and lead annual and special fundraising campaigns cultivate relationships from a variety of sources focusing on individuals and foundations.
- Grow current donor base and expand annual fundraising efforts including managing two annual, marquee events.
- Oversee stewardship efforts to ensure that all donors and foundations are well-informed, acknowledged in meaningful ways, and appreciated in an appropriate manner throughout the year.
- Actively engage and energize volunteers, board members, event committees, and donors to help achieve fundraising goals.
- Oversee and edit foundation applications and grants.

Communications

- Oversee multiple social media platforms including a series of online presentations that engage an international community of patients and supporters.
- Effectively conceptualize and communicate Project Sunshine's mission and achievements in a compelling, donor-centric manner through a variety of platforms and publications.

Board Management

- Partner with and work to maximize the fundraising outreach to each Board member's network.
- Ensure up-to-date data and records and produce progress and revenue reports for Board.

Management

- Manage two direct reports.
- Be a player/coach with a positive and accessible presence.
- Set high standards for professionalism, work product, and collegiality and hold staff accountable for maintaining them.
- Manage a variety of external vendors efficiently.

Required Qualifications

- Strong written and verbal communication skills and a persuasive communication style.
- A track record of success soliciting, negotiating and closing gifts from individuals.
- Integrity, a positive attitude and self-directed and entrepreneurial work style.
- Sound understanding of development best practices, including team member roles and responsibilities as well as the systems and procedures required to support successful annual giving and major donor efforts.
- Experience with strategic and annual planning, project management, and process improvement efforts.
- Passion for Project Sunshine's mission.
- Bachelor's degree.
- 7 years or more of experience in development of increasing scope and responsibility.

Please submit a cover letter and resume by email to: hr1@projectsunshine.org. Please specify salary expectations.