DEVELOPMENT/FUNDRAISING SPECIALIST

Position Description

ABOUT US
Now celebrating over 20 years, Cool Culture is a New York City based nonprofit that seeks to amplify the voices of families and strengthen the power of historically marginalized communities through engagement with art and culture, both within cultural institutions and beyond. Since inception, our work has impacted over one million families. The organization currently partners with 50,000 diverse families, more than 400 Early Childhood Centers and Department of Education schools, and 90 cultural institutions in New York City annually.

We are building a movement of individuals, organizations, and communities committed to building a more equitable future for families, tomorrow’s artists, art lovers, activists, and communities.

POSITION
Reporting to the Director of Development the Development Specialist will execute an ambitious annual fundraising strategy with a goal exceeding $3M. The Development/Fundraising Specialist will contribute to the fundraising strategy, including designing and refining Cool Culture’s infrastructure, systems and processes, and project management and execution, to achieve annual fundraising goals. This includes working with the leadership on the stewardship and growth of individual giving, event management, and development operations, providing oversight of the fundraising database, key support for individual giving activities (event campaigns, appeals, gift tracking and acknowledgment), and general development work.

WHO YOU ARE
● Versatile, highly organized, detail-oriented, committed, creative and enthusiastic team player
● You are an excellent communicator with excellent interpersonal skills; as well as strong both written and verbal skills
● You have meticulous attention to detail and exceptional organizational skills to manage multiple priorities and meet deadlines
● You demonstrate an ability to maintain a high level of professionalism and confidentiality
● You are flexible and nimble with an ability to adapt to complex or rapid change

SKILLS AND COMPETENCIES
● 3-5 years of fundraising experience (background in nonprofit arts or social justice, a plus)
● Experience working with community-centered fundraising methodologies
● You have knowledge of working with or overseeing donor database software; Salesforce experience is required
● Experience writing excellent donor communications
● Experience working with organizations with a racial equity framework and a deep understanding of social justice
● Experience collaborating with BIPOC communities
● Experience developing and implementing systems that improve efficiency
● Technology: Salesforce (required); Monday.com (highly desired); Give Lively (nice to have)
WHAT YOU’LL DO

● Work with the Director of Development to develop growth strategies for individual and corporate giving
● Collaborate with the Marketing & Communications team to create, monitor, and measure the impact of donor communications and engagement strategies, fundraising campaigns & events
● Manage the donor management databases (i.e., Salesforce, Give Lively, Monday.com, etc.)
● Collaborate with Operations to oversee the consistent maintenance of Salesforce
● Oversee gifting stewardship (from prospecting to reporting process)
● Assist in Cool Culture’s City and State Discretionary Funding initiatives
● Collaborate interdepartmentally on events design to achieve organizational goals and priorities
● Event Management cultivation and special events
● Support the Director of Development in implementing fundraising strategies
● Represent Cool Culture at professional events
● Take advantage of training to support professional growth (such as database training, professional development workshops and webinars, etc.)
● Other responsibilities as needed

Role Type: Full time
Location: Hybrid; currently remote | Headquartered in Brooklyn, NY
Compensation Range: $70 - $80K; depending on experience.

READY TO APPLY?

1. Submit your resume and cover letter to people@coolculture.org
2. Please place “Development/Fundraising Specialist: [YOUR NAME]” in the subject line