

DEVELOPMENT/FUNDRAISING SPECIALIST

Position Description

ABOUT US

Now entering our 24th year, 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.

WHO YOU ARE

- Versatile, highly organized, meticulous, committed, creative and enthusiastic collaborator
- You are an excellent communicator with strong writing and verbal skills

POSITION

Reporting to the Director of Development, the Development/Fundraising Generalist will work collaboratively to execute an ambitious annual fundraising strategy with a goal exceeding \$3M. This experienced Development/Fundraising Specialist will contribute to the fundraising strategy, and have significant responsibilities for institutional and individual fundraising, special event execution, annual appeals, and wearing multiple hats in a small but dedicated Development Department.

- Rely on feedback and research to continuously improve the quality of proposals and reports
- You have keen emotional intelligence and excellent people skills
- You have meticulous, diligent, and exceptionally organized capable of manage multiple priorities and deliver on time
- You demonstrate an ability to maintain professionalism and confidentiality
- You are flexible and nimble with an ability to adapt to complex or rapid change

SKILLS AND COMPETENCIES

- 4-6 years of fundraising experience (government, foundations, corporate, individual giving experience (required))
- Background working with nonprofits, arts & culture, and/or social justice, a plus
- Experience collaborating with BIPOC communities
- Experience collaborating with community-centered fundraising methodologies
- You have knowledge of working with or overseeing donor database or CRM, required
- Experience writing excellent solicitation letters, reports, and grants
- Experience working with organizations with a racial equity framework and a deep understanding of social justice
- 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 institutional giving
- Research, develop, and write proposals to multiple potential funding audiences, including foundations, corporate donors, individual donors, and government grants programs
- Collaborate with the Marketing & Communications team to create, monitor, and measure the impact of donor communications and engagement strategies, fundraising campaigns & events
- Assist in Cool Culture's City and State discretionary funding initiatives
- Collaborate interdepartmentally on events design to achieve organizational goals and priorities
- Work closely with the team to coordinate cultivation and special events
- 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, cover letter and writing sample to people@coolculture.org
2. Please place "Development/Fundraising Specialist: [YOUR NAME]" in the subject line