

## DEVELOPMENT/FUNDRAISING SPECIALIST

### Position Description

#### ABOUT US

Now celebrating over 24 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 its inception, our work has impacted over one million families. The organization partners with 50,000 diverse families, over 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 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 fundraising, special event execution, and annual appeals, wearing many hats in a small but dedicated Development Department.

#### WHO YOU ARE

- Versatile, highly organized, detail-oriented, committed, creative, and enthusiastic team player
- You are an excellent communicator with strong writing and verbal skills
- Rely on feedback and research to continuously improve the quality of proposals and reports
- You have keen emotional intelligence and excellent interpersonal 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 agile, with an ability to adapt to complex or rapid change

#### SKILLS AND COMPETENCIES

- A minimum of 3-4 years of experience in fundraising, with a track record of securing gifts ranging from 5- to 6-figures from both institutional and individual donors
- Experience working with nonprofit arts and cultural institutions, and/or social justice causes is preferred
- Experience working with fundraising methodologies that prioritize community involvement and engagement.
- You have knowledge of working with or overseeing donor databases and CRMs, required
- Experience writing excellent solicitation letters, reports, grants, and fundraising appeals
- Experience working with organizations with a racial equity framework and a deep understanding of social justice

## WHAT YOU'LL DO

- Collaborate with the development team to develop effective fundraising growth strategies.
- Research, develop, and submit proposals to multiple potential funding audiences, including foundations, corporate donors, individual donors, and government grant 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 inter-departmentally on events to achieve organizational goals and priorities
- Significant responsibilities coordinating 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, webinars, etc.)
- Other responsibilities as needed

**Role Type:** Full time

**Compensation Range:** \$70,000 – \$80,000 annually, depending on experience

**Location:** Hybrid; currently remote | Headquartered in Brooklyn, NY

## READY TO APPLY?

1. Submit your resume, cover letter, and writing sample to [people@coolculture.org](mailto:people@coolculture.org)
2. Please place "Development/Fundraising Specialist: [YOUR NAME]" in the subject line