



The Laundromat Project is Seeking a Development Manager!

The Laundromat Project (The LP) is seeking a highly motivated, entrepreneurial, and dynamic leader for the full-time position of Development Manager. This individual will play a major role in the implementation of The LP's development initiatives, including special events, to help increase contributed revenue for the organization.

About The Laundromat Project

Locally relevant and nationally recognized, The Laundromat Project advances artists and neighbors as change agents in their own communities. We envision a world in which artists and neighbors in communities of color work together to unleash the power of creativity to transform their lives and surroundings. We make sustained investments in a community of multiracial, multigenerational, and multidisciplinary artists and neighbors committed to societal change by supporting their artmaking, community building, and leadership development.

Since 2005, we have directly invested nearly \$850,000 in over 160 multiracial, multigenerational, and multidisciplinary artists, 67 innovative public art projects, 3 diverse anchor neighbors, and 1 creative community hub while engaging over 38,000 New Yorkers. This is an especially exciting time to join our team as we implement a new strategic plan focused on knowledge building, accountable collaboration, and catalyzing networks for higher impact.

The LP values and centers the voices, cultures, imaginations, knowledge, and leadership of people of color in all of our work and operations.

To learn more about The LP, please visit: <https://laundromatproject.org/>

Development Manager

This position reports to the Director of Strategic Partnerships and also works closely with the Executive Director. Responsibilities include, but are not limited to:

Grant Writing, Reporting, and Management

- Conduct research to expand portfolio of institutional prospects suitable for solicitation.
- Prepare well-written grant proposals that meet grantor standards and requirements.
- Develop and maintain system for retrieving relevant data from internal files for grant/funding application submission.
- Assemble supporting materials for reports as required and manage grant submission process and calendar.
- Assist in maintaining and tracking grant requests, deadlines and reporting requirements.
- Manage and draft acknowledgments when grants are awarded and funding is received and monitor appropriate funder credits.

Individual Fundraising Campaigns

- Lead the planning and implementation of the annual Peer-to-Peer fundraising campaign in the fall, with the support of the Director of Strategic Partnerships and extended staff.

MAKE ART

**BUILD
COMMUNITY**

**CREATE
CHANGE**

127 West 127th Street
Suite 434
New York, NY 10027

(718) 574-0798
www.laundromatproject.org

Special Events

- Work with Director of Strategic Partnerships and Executive Director to organize, and coordinate innovative and memorable events which both highlight the artists we support, and help educate audiences about the work we do. Events include annual gala, house parties, receptions, and public programs throughout the year.

Donor Stewardship & Management

- Conduct prospect research for potential individual funders and donors and prepare reports.
- Assist with strategies to grow and engage our monthly membership supporters.
- Use Salesforce to conduct donor tracking and campaign analysis
- Support stewardship efforts for donors and volunteers, including preparing and processing acknowledgment letters and sending thank you notes.
- Draft compelling material to support fundraising efforts on social media platforms.

Planning & Strategy

- Collaborate and support Executive Director and Director of Strategic Partnerships to create short- and long-term fundraising strategies for organization.
- Provide coordination and support for implementation of fundraising strategies.
- Support the Executive Director and Director of Strategic Partnerships' efforts to creatively and effectively engage the board.
- Work with the Communications & Storytelling team to generate compelling content to be used in grant and donor reports.
- Assist with strategies to grow and engage our monthly membership supporters.

General Administrative & Finance Support

- Participate in program activities to better understand the heart of what the organization does to live our mission.
- Represent The LP at professional events.
- Process and track incoming donations using Salesforce.
- General office management duties as assigned.

Qualifications

- 5+ years nonprofit development experience.
- Strong commitment to The LP's mission.
- Superior writing skills and demonstrated ability to write strong, compelling, and succinct grant proposals and other writings as needed.
- Strong organizational skills: ability to prioritize, manage multiple projects, and meet all deadlines
- Comfort with learning about a range of community development topics beyond the arts, such as racial justice and health equity.
- Ability to work independently and take initiative
- Creative problem-solver with a collaborative spirit
- Strong interest in generating innovative ideas and strategies around events, and fundraising.
- Ability to maintain good interpersonal relationships
- Ability or interest in managing others and growing leadership skills.

- A genuine interest in continuous learning and professional development
- Experience and familiarity with Google Suite, Salesforce, Microsoft Office, Adobe Creative Suite, Slack, and social media platforms
- Familiarity with Harlem, Bed-Stuy and/or Hunts Point/Longwood a plus
- A positive outlook and sense of humor is a must!

Organizational Culture

The LP strives to be a positive, fulfilling, and healthy place to work by providing professional development opportunities, generous benefits, and a reasonable work schedule that allows staff to have greater wellbeing both in and outside of work. We are a POC-centered learning organization committed to working together as a staff to further our collective understanding around the many intersecting cultures, histories, and experiences that inform our work.

Compensation

The salary range is \$55-\$60K, commensurate with experience. We offer excellent benefits and vacation time, including health, dental & vision insurance, retirement matching, and a week off at year's end.

Additional Details

Anticipated Start Date: September/October 2018

Position: Full time, with some weekends and evenings required

Reports to: Director of Strategic Partnerships and Executive Director

Office Location: Central Harlem, with an additional space in Longwood, South Bronx

Geographic Reach: Citywide with particular focus on Bed-Stuy, Harlem, and Hunts Point/Longwood

Application Process

To apply, email jobs@laundromatproject.org. In the subject line, please specify "Your First and Last Name – Development Manager" and include the following:

- Cover letter outlining how your skills and experience meet the position qualifications
- Resume
- 2 writing samples of 2-4 pages in length each (grant proposal or other development-related excerpts only)
- Entire application should be submitted as a single PDF

Deadline: August 24

We cannot respond to all inquiries—only candidates for consideration will be contacted. We will not accept reference letters or phone calls.

The Laundromat Project is an equal opportunity employer. People of color, women, immigrants, LGBTQIA+ individuals, and others who may contribute to a rich diversity of perspectives and ideas are especially welcome and encouraged to apply.