



Job Title: Development Manager

Location: New York, NY (Harlem)

Type: Full Time, Exempt

About StreetSquash

StreetSquash was founded in Harlem in September 1999 as the second squash and education program in the United States. A comprehensive youth enrichment program, StreetSquash combines academic tutoring, squash instruction, community service, college preparation, leadership development, and mentoring for young people ages 11-24. What began as an after-school program with 24 middle school students and two staff members has expanded to serve 400 participants from 6th grade through college graduation, and entry into the workforce. Learn more about us at www.streetsquash.org.

About the Position

StreetSquash is seeking a passionate and hard-working Development Manager to join our talented team of professionals in our Development and Communications department. The ideal candidate will have 4-5 years of experience working in business development or fundraising for an NGO, social enterprise, or educational institution (internships excluded). A successful candidate enjoys finding creative solutions and thrives in some degree of uncertainty. This position reports to the Executive Director.

Key Responsibilities:

- Oversee ~6 annual fundraising campaigns ranging from \$5,000 to \$1.5mm in revenue, including peer-to-peer, ticketed events, and annual appeal
- Build and maintain strong, positive relationships with existing and prospective donors
- Manage the StreetSquash Young Leadership Committee (YLC), a network of 50+ young professionals
- Support revenue generation and strategic initiatives related to The Squash Academy, StreetSquash's auxiliary junior squash training initiative
- Support the recruitment and management of StreetSquash's volunteers
- Work collaboratively with team members on strategic communications and marketing to support fundraising efforts and brand development
- Manage online fundraising platform, creating and overseeing all campaigns for the organization
- Manage Salesforce donor database and work with accounting department to ensure routine upkeep

Desired experience/qualifications:

- Business development or fundraising for NGOs, social enterprises, or educational institutions. Familiarity with squash is a plus but not required.
- Special events and project management, including peer-to-peer fundraising experience
- Exceptional written and oral communication skills
- Upbeat, can-do attitude with a passion for taking initiative and strategic thinking

- Comfort with making decisions independently, combined with an ability to work collaboratively
- Bachelor's degree required
- Technical skills: proficiency in Salesforce or similar CRM is required; proficiency in Google Workspaces and the Microsoft Suites is preferred
- Sensitivity to different cultures and communities; demonstrated ability to work well with diverse or marginalized populations; can bring in allies across diverse communities

Hours/Work Location: The Development Manager will be expected to work a 40-hour week, which is generally completed Monday-Friday. The Development Manager should also be prepared to work some evenings and weekends, when there are events or projects that require non-traditional work hours. While StreetSquash is currently operating remotely, the organization's goal is to return to an in-person environment when it is safe to do so, at the S.L. Green StreetSquash Center on 115th St. in Harlem.

Compensation & Benefits: StreetSquash offers competitive compensation, commensurate with experience. Full benefits include employer-supported health coverage, monthly MetroCard, monthly cell phone stipend, 20 days of paid vacation, 40 hours of accrued sick time, 3 personal days (after the first 90 days), and 401k contributions (after 1 year of employment).

Application Process: Interested candidates must submit a targeted cover letter outlining how your skills and experience meet the qualifications of the position, how you heard about this opportunity, and why you are passionate about StreetSquash's mission. (300 words maximum). Attach the letter and resume, addressed to the hiring committee at StreetSquash, and send to dev@streetsquash.org. There will be three rounds of interviews, via phone and Zoom. After each round, the hiring team will notify candidates if they will be invited back. Final applicants will be requested to consent to a pre-employment background check. A background check is required to extend a job offer.