

Position Profile

Neighborhood Trust seeks a Development Officer to support the continued growth of the organization's philanthropic relationships. This position reports to the Associate Director of Institutional Giving and works closely with the CEO, Chief of Staff, and other leaders across the organization to support the solicitation of over \$10 million in requests annually. The Development Officer plays an important role within the organization, both leading the way in developing persuasive, technical, and strategic narrative that guides the broader work of the External Relations team, and owning relationships within a growing portfolio of mid-level and major foundation and corporate funders.

About Neighborhood Trust

Neighborhood Trust is a national nonprofit social enterprise and marketplace innovator creating solutions to better meet the financial needs of low wage workers. Our solutions are designed to create high-impact, systemic change by directly serving both individuals and institutions. We help workers eliminate and avoid debt, which enables them to build savings, escape the vicious cycle of living paycheck to paycheck and assert control over their financial lives. For over 25 years, we've worked side by side with workers, collected vast data and qualitative insights about the financial challenges they face, and built strategic partnerships across the financial services ecosystem.

Our work is grounded in our understanding that our economy was founded on and has grown through racist policies and institutions, which have depleted the wealth and the economic mobility of people of color. Therefore, we serve our clients cognizant of the structural inequities that are their reality today and that live within their personal histories. This lens informs all our efforts, from our direct services to the way we share insights with peers, policymakers and the market.

About You

You are a believer in systemic change to redress economic inequality. You are a strong, prolific writer who can balance persuasiveness with the technical and business side of the work required to win over a sophisticated, data-minded funder audience. You enjoy immersing yourself in the details of the organization's work and the nuances of personal finance, bringing them to life in a creative and concise way for external audiences. You thrive in a collaborative team environment and with managing the ambiguity and pace that comes with working for an evolving social enterprise.

Your Responsibilities:

- Relationship Management:
 - Own a portfolio of foundation & corporate funder relationships throughout the entire giving cycle, from initial prospecting and cultivation to securing funding.
 - Create an annual moves management plan guided by outcomes-based goals in consultation with the CEO, Chief of Staff, and Associate Director of Institutional Giving.
 - Lead on all funder communications including concept notes & proposals, meetings & calls, and programmatic & impact reports. Curate the input and participation of the CEO and other senior staff where appropriate.
- Content Development: Serve as lead content developer and reviewer of funder proposals, reports, and special projects, ensuring all pieces honor our brand as a social enterprise pursuing systemic change.
- Strategic Narrative Development: Collaborate closely with the Associate Director of Worker Insights, Associate Director of Data & Insights, and other leaders to translate our core technical expertise, client data / outcomes, and other strategic content for a funder and donor audience.
- Prospect Research: Support the team process for identifying, qualifying and taking action on new institutional prospects in partnership with the Associate Director of Institutional Giving.
- Funder Data Management: Support the External Relations team in the upkeep and improvement of team processes and systems, including grants administration and contact relationship management in Salesforce.

Key Outcomes:

- Build up to a portfolio of 20+ institutional funder relationships, drafting an average of 3 proposals and 2 reports per month.
- Secure at least \$1M in revenue from existing institutional partners per year.
- Support the team to solicit and secure \$1.5M in funding from new institutional funders.
- Produce 1-2 special writing projects that guide our narrative and branding across internal and external audiences

What You Bring:

- Alignment with [core organizational values](#)
- 3-4 years of development, communications, or related experience
- Expertise in financial services and related policy
- Excellent research, written and verbal communication skills
- Dexterous and clear with complex information

- Highly organized, detail-oriented, and resourceful
- Strong ability to manage projects and multiple stakeholder interests
- Flexible attitude, comfortable with ambiguity and ability to push projects forward
- Comfortable working independently and in collaboration with staff across all levels of the organization
- Salesforce experience a plus
- Experienced in Microsoft Office (Excel, Word, PowerPoint and Outlook)

Position Details:

- Status: Full-time, exempt
- Reports to: Associate Director of Institutional Giving
- Location: While periodic travel will be required to our headquarters in New York City, this position can be performed remotely and candidates located anywhere in the U.S. are encouraged to apply.

Compensation and Benefits Package:

- Starting salary: \$75,000 annually
- 100% employer-paid medical, dental and vision premiums for employees (savings of \$6K - \$10K per year)
- Eligible for 401(k) participation immediately, with up to a \$1K per year in employer match, vested immediately
- 12 weeks paid family leave for full-time employees, with schedule flexibility upon return to work for eligible employees
- Generous paid time off per year - 12 paid holidays, 15 vacation days (grows with tenure), 6 personal/sick leave days, 1 civic engagement day
- Access to Health Flexible Spending Account, Dependent Care Flexible Spending Account, Life Insurance, and long-term and short-term disability plans

To Apply:

Please send resume and cover letter to awessier@neighborhoodtrust.org with the subject line "Development Officer". We are committed to building a diverse and inclusive workplace that reflects the diversity of our clients. We especially seek applicants with lived experiences of financial hardship or systemic exclusion. Staff from all backgrounds can contribute meaningfully to our mission, and we recognize that those who come from the communities we serve have a uniquely powerful perspective. We are an equal opportunity employer and are committed to equal employment opportunity in all decisions related to employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.