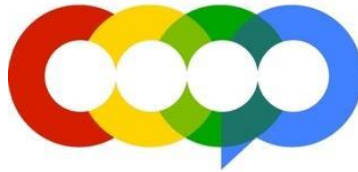




DIRECTOR OF DEVELOPMENT, NEW YORK CITY

COOP CAREERS

HYBRID LOCATION – METROPOLITAN NEW YORK CITY



Aspen Leadership Group is proud to partner with COOP Careers in the search for a Director of Development, New York City.

The Director of Development, New York City will develop and implement a comprehensive fundraising strategy that supports the identification, qualification, cultivation, solicitation, and stewardship of a significant pipeline of major gift prospects in metropolitan New York City. In collaboration with the Chief Executive Officer and Chief Development Officer, the Director of Development will develop innovative fundraising approaches that advance COOP Career's mission and vision. As a member of a geographically distributed team, the Director of Development will work seamlessly with colleagues in different regions and time zones to achieve ambitious fundraising goals. The Director of Development will serve as a visible presence for COOP Careers in metropolitan New York City, building and nurturing relationships with a broad range of current and future funders and stakeholders in support of COOP's college partnership and integration strategies.

COOP is building a diverse movement of upwardly mobile first-generation college grads overcoming underemployment through digital skills and peer connections. COOP wants to reignite the nation's promise of upward mobility for those who strive to achieve a brighter future for themselves and their families—to ensure the American Dream is a reality for all. It connects un-/underemployed first-gen college graduates to one another—within cohorts and across “generations” of cohorts. By growing their peer professional networks, members of the community achieve upward economic mobility by building the skills and connections they need for the careers they deserve.

COOP's intervention for underemployed graduates has produced compelling wage outcomes for thousands of first-generation and low-income grads in New York, California, Illinois, and Florida.

Within 12 months of program completion, four-in-five COOP alumni are fully employed, earning an average of \$50,000 per year (median pre-program earnings are \$12,000).

REPORTING RELATIONSHIPS

The Director of Development, New York City will report to the Chief Development Officer.

FROM THE FOUNDER AND CHIEF EXECUTIVE OFFICER

The Director of Development, New York City, will collaborate with the Chief Development Officer and the Development and Marketing teams to leverage MacKenzie Scott's \$12 million gift and our board's financial commitments. They will develop a pipeline of new donors to build on COOP's strong foundation of major gifts and institutional giving. The Director of Development will own ambitious fundraising goals for metropolitan New York City and will lead innovative development strategies in a young, dynamic, and entrepreneurial organization.

This is an exciting time to be part of COOP's journey, one in which the Director of Development will build their professional legacy while ensuring the future financial success of our organization.

—Kalani Leifer, Founder and Chief Executive Officer

PRIMARY RESPONSIBILITIES

The Director of Development, New York City will

- develop a fundraising strategy focused on the identification, qualification, cultivation, solicitation, and stewardship of major prospects in metropolitan New York City as well as nationally in collaboration with Chief Executive Officer and Chief Development Officer;
- develop and maintain relationships with regional stakeholders with the capacity to expand COOP Careers' network and support base;
- build a pipeline of new major donors, primarily in New York City;
- cultivate 25+ new major donors per year, and secure at least \$1M from 10+ new donors;
- identify grant opportunities, develop compelling grant proposals, and manage budget and grant reporting requirements for foundation and government grants in collaboration with the Managing Director of Finance and Operations;
- plan and execute regional cultivation and stewardship engagement activities that raise awareness of COOP Careers' mission and programs and generate financial support;
- use Salesforce to record, update, analyze, and communicate fundraising data and ensure accurate forecasts; and
- ensure timely, accurate, and compelling reports and acknowledgments to all supporters.

LEADERSHIP

Kalani Leifer

Founder and Chief Executive Officer

Kalani Leifer began his career as a history teacher at Kappa International High School in the Bronx, New York with Teach For America. Later, he worked as a consultant at McKinsey in Zurich and Dubai and as a project leader at Google in California. Kalani grew up in the Bay Area, graduated from Stanford, and earned a master's in education from Lehman College, CUNY. He is proud to represent COOP in the inaugural cohort of Obama Foundation Fellows. Kalani lives in San Francisco with his partner and their dog, Snacks.

PREFERRED COMPETENCIES AND QUALIFICATIONS

COOP Careers seeks a Director of Development, New York City with

- a commitment to the mission of COOP Careers—to build a diverse movement of upwardly mobile college grads overcoming underemployment through digital skills and peer connections, reigniting the nation's promise of upward mobility for those who strive to achieve a brighter future for themselves and their families;
- a deep understanding of the moves management process and donor cycle, including all aspects of prospect identification, qualification, cultivation, solicitation, and stewardship;
- experience cultivating, soliciting, and stewarding major individual donors, foundations, and corporate and government funders;
- an understanding of the grantmaking process and an ability to identify grant opportunities, develop grant proposals, and comply with grant reporting requirements;
- an ability to thrive as part of a geographically distributed team and ensure seamless collaboration and productivity despite differences in location and time;
- strong quantitative skills and dedication to data integrity;
- an innate leaning toward operational excellence and high-quality work product;
- experience with Salesforce or an equivalent CRM; and
- familiarity with the New York City philanthropic community.

A bachelor's degree or an equivalent combination of education and experience and at least five years of frontline fundraising experience is preferred for this position. COOP Careers will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to COOP Careers, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

SALARY, BENEFITS, AND CULTURE

The salary range for this position is \$110,000 to \$125,000 annually. COOP Careers offers a competitive package of benefits including a comprehensive healthcare plan, professional development and career growth, flexible spending plan, retirement plan (401k), paid family leave, wellness week office closures in July and December, flexible paid time off, and more.

COOP is an alumni-led organization where staff bring their authentic selves to work every day. Over 60% of COOP team members have been program participants which translates into a workplace that is mission-driven with deep connections to the community. Rooted in the core values that comprise its three pillars of Head, Heart, and Hustle, the COOP team approaches its work with empathy, curiosity, and a shared sense of purpose.

LOCATION

This is a hybrid position based in New York City. COOP's hybrid workplace strikes a thoughtful balance between at-home flexibility and in-person chemistry.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of COOP Careers as well as the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and will continue until the successful candidate has been selected.

To apply for this position, visit: [Director of Development New York City, COOP Careers.](#)

To nominate a candidate, please contact Steven Wallace, [stevenwallace@aspenleadershipgroup.com.](mailto:stevenwallace@aspenleadershipgroup.com)

All inquiries will be held in confidence.