

Position Opening: Development Operations Coordinator

The Friends of Governors Island seeks a highly motivated Development Operations Coordinator. This position is ideal for an ambitious professional looking to expand their knowledge of all facets of non-profit operations alongside a small, dedicated team. The Development Operations Coordinator will support the Development Department in its fundraising efforts by managing our donor database, facilitating board relations and donor cultivation, and coordinating meetings and special events. Additionally, the Development Operations Coordinator will oversee the smooth functioning of the organization through office systems management and tracking and reconciliation of the Friends' monthly financials. This is a full-time position based in New York City.

Background

Governors Island is a 172-acre island in the heart of New York Harbor. Just minutes from Lower Manhattan and the Brooklyn waterfront by ferry, the Island is a popular and unique destination with an award-winning park complemented by dozens of historic buildings, year-round educational and cultural facilities, a rich arts and culture program and a 22-acre National Monument managed by the National Park Service. Looking ahead, the long-term vision for Governors Island focuses on expanding public access through transformative public art and culture, extraordinary recreational and open space, and research and education dedicated to addressing the global climate crisis.

The Friends is the independent nonprofit that works to ensure Governors Island's continued growth and accessibility as a vibrant public resource. The Friends stewards the Island's green spaces, enhances the visitor experience and builds a community dedicated to the Island's future. Core activities include running Governors Island's visitor services and volunteer programs and raising funds to care for the park's landscapes, expand public access and create more free programming. The Friends works hand-in-hand with the National Park Service and the Trust for Governors Island, the non-profit organization created by the City of New York responsible for the planning, operations and ongoing development of Governors Island.

The Friends and the Trust are two separate non-profit corporations with their own staff and Boards of Directors. The relationship is governed by an agreement that designates the Friends as the primary fundraiser for both organizations. The Friends and the Trust share a website, constituent database, communication channels, and office space on the Island. Together our teams work collaboratively to set fundraising priorities, as well as create opportunities for the public and donors to be involved with Governors Island.

Position Summary

Governors Island is entering an exciting phase of supercharged growth and visibility, and the Development Operations Coordinator will play a pivotal role in maintaining and expanding the organization's capacity. The Development Operations Coordinator will report to the Friends' Director of Development and work directly with the Executive Director on specific projects.

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This position provides an excellent opportunity to gain broad exposure to all aspects of non-profit operations, including fundraising, communications, program coordination and administration, and event planning. As a small organization, all members of the FGI team share a collaborative, self-motivated approach and a commitment to the values and mission of the Friends of Governors Island. The ideal candidate for this position is a proactive team player with outstanding organizational skills and attention to detail.

Role & Responsibilities

Fundraising (30% of time)

- Collaborate with Development Department to execute individual giving campaigns, coordinate fundraising appeals and conduct prospect research
- Generate standard and custom donation reports to inform fundraising strategies
- Support Gala fundraising by developing host committee prospect list, drafting solicitation letters, tracking and reporting on fundraising outreach, and tracking pledges and payments
- Facilitate event production for the Gala, annual summer fundraiser and other special events

Systems & Operations (30% of time)

- Serve as the organization's Salesforce manager, ensuring regular usage and identifying opportunities to use data and reports to make decisions about fundraising strategies
- Work with our partner organization, the Trust for Governors Island, to develop procedures in Salesforce that ensure donor and prospect data transparency across our organizations
- Manage office supplies and coordinate with external IT support to troubleshoot technical issues
- Help implement new systems for tracking and analyzing Governors Island's visitor data to inform program and fundraising strategies

Board Management (20% of time)

- Coordinate logistics and prepare materials for board meetings, working sessions, and social events
- Orchestrate Board Committee and Task Force meetings as needed and assist Executive Director in developing meeting agendas and materials
- Attend board meetings, record minutes and draft resolutions

Finance (20% of time)

- Manage accounts payable & receivable in coordination with external bookkeepers
- Maintain system of financial documentation
- Work directly with Executive Director to support the annual external audit

Education & Experience

- Bachelor's degree or higher
- 2-3 years of experience in operations, ideally in a non-profit environment
- Excellent organization and prioritization skills with a proven ability to multitask

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- Experience using a CRM (Salesforce preferred) to track programs and fundraising progress
- Excellent interpersonal and communications skills
- Flexible attitude with the ability to thrive in a fast-paced and dynamic work environment
- Commitment to and enthusiasm for Governors Island, its mission and its future

Job Applicant Information

Salary is \$47,000 - \$52,000 commensurate with experience. The Friends offers a flexible in-office/remote hybrid schedule and an excellent benefits package, including paid time off, health care, and other benefits.

To apply: Please send a cover letter and resume as a single PDF document to jobs@friendsgi.org with the subject line "Development Operations Coordinator". No phone calls please.

All new hires must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Friends, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Friends.

The Friends of Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex, gender identity, sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.