

## Development Officer

The Battery Conservancy (TBC) is seeking an energetic, creative, and experienced Development Officer. A fast-paced, innovative organization, TBC is a 501(c)(3) not-for-profit corporation that partners with the City of New York's Department of Parks & Recreation to maintain, operate, and program The Battery, the 25-acre public park at the southern tip of Manhattan, with annual visitorship of more than 7 million.

The Development Officer will participate in all Conservancy fundraising efforts, with particular focus on grant management, including identifying prospects and writing letters of interest, applications, and reports. Other responsibilities include donor cultivation, special events planning and execution, reporting on donation solicitation, and managing TBC's Raiser's Edge database.

A key player in the President's fundraising efforts, the Development Officer will prepare materials and presentations for donor meetings. The ideal candidate will have experience and ability with graphic design as well as excellent writing skills to assist with marketing and communications.

The Development Officer must have the interpersonal skills to interact with TBC stakeholders, including government officials, trustees, donors, press, park visitors, TBC staff, and volunteers.

### Qualifications:

- Bachelor's degree
- At least 5 years of relevant work experience
- Excellent communication (written, oral, and graphic) with keen attention to detail
- Skill with Microsoft Office (Word, PowerPoint, Excel) and Google Suite
- Skill with Raiser's Edge
- Familiarity with both PC and Mac platforms
- Experience with Adobe Creative Suite (InDesign, Photoshop, and Illustrator) preferred
- Experience with Constant Contact and WordPress preferred
- Ability to work under tight deadlines

### Interest/knowledge in the following areas is advantageous:

- Parks and public open spaces
- Waterfront development
- Urban planning
- Design and/or architecture
- New York history

Annualized salary is \$65-75k, commensurate with experience. The Battery Conservancy is an equal opportunity employer and offers a generous compensation package including medical, dental, vision, and commuter benefits.

Email cover letter, resume, and an additional writing sample to [positions@thebattery.org](mailto:positions@thebattery.org) with "Development Officer" in the subject line. Examples of previous graphic design work are also welcome.