



Development Director

About the Council of Urban Professionals (CUP)

CUP works to close racial equity and inclusion gaps. We do this by accelerating the careers of professionals of color by cultivating their talent and connecting them with each other and those in spheres of influence to lead the change we want to see. CUP was founded in 2007 and operates in New York and Los Angeles. Our cross-sector, cross-industry network of professionals of color is 10,000 strong and growing.

Position Description

CUP seeks an energetic, resourceful, self-starter with a proven track-record in fundraising. This position is perfect for someone with an entrepreneurial spirit who can find creative ways to identify and close opportunities from individuals, corporations, and foundations. Reporting to the Executive Director and serving as an integral member of the leadership team, the Director of Development will lead and execute all aspects of the organization's fundraising.

The successful candidate will be an exceptional strategic and creative thinker, excellent writer, and be able to develop new and innovative approaches to strengthen and grow CUP's support base. S/he will oversee stewarding relationships with individual, foundation and corporate funders; grant writing and reporting, and prospecting new donors. Additionally, he/she will have a demonstrated ability to develop strategic fundraising campaigns, especially developing and leveraging successful major event strategies; attract new sources of funding; implement best practices in donor operations; maintain a high level of productivity across multiple fundraising channels; and cultivate relationships with donors, board members and fellow staff members.

Primary Roles and Responsibilities include but are not limited to:

Fundraising and Development Operations

- Develop, manage, and deliver a clearly defined fundraising strategy, including measurable short- and long-term goals that will meet the fundraising goals outline in CUP's Strategic Plan.
- The development and diversification of new funding sources; deepening/expansion of "newer" relationships; retention / sustainability of long-term, existing sponsors and growing CUP's revenue portfolio
- Oversee the development, analysis and implementation of new fundraising or fee-for service initiatives
- Act as a liaison for the CUP Board and lead its fundraising committee, engaging Board members as appropriate to push initiatives forward
- Oversee the planning, tenability, and execution of ambitious capital campaigns
- Collaborate with the staff, Board, and Executive Director to plan CUP's annual gala
- In collaboration with CUP's Director of External Relations, identify, cultivate, and engage directly with new and existing high-potential prospects
- Serve on the senior management team, collaborating with the Executive Director and other senior leaders on the strategy and execution of all major organizational initiatives
- Lead the translation of strategies to detailed annual targets and plans
- Continuously refine and improve the fundraising strategy based on insights and feedback



- Engage CUP’s Advisory Board and Board of Directors (Fundraising Committee) in shaping the fundraising strategy
- Attend and participate in Board meetings, presenting key development and communications updates to the Governing Board and manage related board communications.
- Lead the Development/Gala Committee and collaborate with the Finance Committee
Draft Development-related budgets.

Key Qualifications

- Shares CUP’s philosophy, vision and values and is a passionate change agent
- Bachelor’s degree required – Master’s degree preferred
- Minimum of 3 years of fundraising experience
- Nonprofit development experience with a record of increasing revenue from foundations, corporations and individual donors preferred
- Experience overseeing budgets, with the capacity to forecast, track and manage against budget goals
- Experience managing grant application process
- A proven track-record of working closely with executive leadership, Board members and key stakeholders
- Ability to work independently or collaboratively to maximize output and camaraderie
- Authentic presence, exceptional communication and interpersonal skills, and client service orientation
- Knowledge of MS office suite and/or Google-Suite products, CRM systems and project management tools.

Please send emails with subject line “Development Director”, cover letter, resume, and references to hr@cupusa.org. The Council of Urban Professionals is an Equal Opportunity Employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.