



OYSTER BAY

MAIN STREET ASSOCIATION

Development Professional – Oyster Bay Main Street Association

Job Title: Director of Development
Location: Oyster Bay, NY – opportunity for mix of in office and remote work
Terms: Full-time, Flexible Hours, some evening and weekend work
Salary: \$40,000 - \$48,000 based on experience

About us: The Oyster Bay Main Street Association is a 501(c)(3) non-profit organization dedicated to creating a healthy economy in an attractive hamlet while maintaining downtown Oyster Bay's historic integrity. We are a small organization, looking for someone dedicated and passionate to help us grow! We work on revitalization, business development, and community development projects throughout downtown Oyster Bay on Long Island, NY.

About the role: Candidate will report directly to the Executive Director and help the organization meet short- and long-term financial goals. In this role, you will use your expert communication skills to identify fundraising opportunities, develop relationships with potential donors, and manage fundraising campaigns.

Responsibilities:

- Cultivate a network of dedicated donors, corporate sponsors and foundations
- Identify and research new funding opportunities – foundations, grants, etc.
- Plan and oversee the annual benefit – meet fundraising benchmarks set for event
- Develop sponsorship programs for events
- Work with the Executive Director to develop and execute the annual membership drive and other major gift campaigns
- Donor Management – maintain donor database, process all gifts
- Assist with the marketing and promotion of OBMSA through the press, our web presence, our social media platforms, etc.

Qualifications:

- A minimum of three years fundraising, sales or marketing experience
- Familiarity with Oyster Bay, local family foundations, and prior fundraising experience preferred
- Exceptional communication, relationship-building, and interpersonal skills
- Strong attention to detail
- Basic computer literacy, with some experience with database management, basic website development, digital marketing, and the major office software suite.

To Apply:

Please submit a cover letter and resume to Meredith Maus, Executive Director: maus@obmsa.org.