

Position Announcement

PathStone is seeking a **Development Officer** to lead fundraising efforts to benefit homeless individuals and families in Rochester, NY.

who

us

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

Sojourner House at PathStone and Wilson Commencement Park are responsible for meeting the urgent needs of homeless individuals and families through a holistic continuum of care by working every day to foster family transformation through: safe, stable living environments; building strength through structure; and nurturing economic independence.

What sets PathStone apart from the rest?

- PathStone's two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
- PathStone has a reputation for taking strategic risk. Our belief that “we don't know until we try” is why we have continuously developed innovative programs over the last 40 years.

you

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

What sets you apart from the rest? Specifically, you have the following skills, experience and/or education:

- Bachelor's degree and/or prior field experience preferred
- Excellent oral and written communication skills
- Proficiency with Microsoft Office, internet navigation, and e-mail communication
- Outstanding interpersonal skills
- Creative thinker with ability to initiate

what

This is a full-time position. The Development Officer leverages their skillset in persuasive writing to translate Sojourner House at PathStone and Wilson Commencement Park highest ambitions for the Rochester community into written materials that inspires donors to contribute. Specifically, this position is responsible for:

- Managing Wilson Commencement Park and Sojourner House's development activities, including day-to-day operations of the development functions
- Developing applications and proposals to public and private resources
- Soliciting contributions on behalf of both Wilson Commencement Park and Sojourner House
- Managing the process for writing and tracking grants
- Maintaining and ensuring maintenance of donor databases

- Managing the research and cultivation of philanthropy
- Gift processing and recognition
- Assisting with management of media relations, prepare & distribute press releases
- Maintaining website and social networking activities, developing agency newsletter with other staff

where

This position is located in Rochester, NY.

when

This position is available immediately.

why

PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

- Base salary is \$36,056.59, with a significant range based on demonstrated experience and qualifications.
- Health insurance for eligible employees
- Pension plan for eligible employees with an employer contribution
- Annual cost-of-living adjustment and merit-based pay increases
- Generous vacation and holidays
- Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

how

Please submit your resume to apply@pathstone.org, with "024-18" in the subject line, no later than April 11, 2018.

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing apply@pathstone.org.