



Director of Development  
Community Access  
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**Maya Grevatt**  
CONSULTANT  
Development Guild DDI  
Tel. 617.277.2112 x238

[developmentguild.com](http://developmentguild.com)

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***Community Access is poised for growth and is investing in its private philanthropy program, beginning with a new Director of Development. The organization is seeking an ambitious mission-oriented professional to help grow the individual and corporate funding pipeline and manage a philanthropic Board of Trustees.***

## About Community Access

Founded in 1974, Community Access is a supportive housing and social services nonprofit organization serving people living with mental health concerns. Based in a spacious Battery Park office, the \$32M operation provides services in Manhattan, Brooklyn and the Bronx with 425 part- and full-time employees in 25 different locations.

Community Access values a housing-first approach to ending homelessness and in building mental health supports by listening to the people they serve and embracing a culture of continuous learning. Their mission is to:

*Expand opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy, and healing-focused services. We are built upon the simple truth that people are experts in their own lives.*

Community Access serves people who are too often left out and shut out and seen as undeserving of the opportunity to build or re-build their lives. These neighbors and community members include New Yorkers who have lived on the streets or in shelters for years; people who are struggling with drug and alcohol use; and individuals who are recovering from trauma, discrimination, economic inequities and isolation. Flexible, person-centered services support participants in identifying and pursuing goals that are important to them, including gaining access to affordable housing, learning new skills, re-establishing community ties, and setting goals for the future.



## Programs



A pioneer developer of supportive and affordable housing in NYC, Community Access developed an integrated housing model in the early 1990's, an approach that has become a best practice nationally. The model incorporates affordable housing for families alongside people with living with mental health concerns—with on-site social services and supports. Today, the agency operates 17 supportive housing programs, serving over 1,200 households, with four new housing programs at varying stages in the development pipeline.

In addition to developing housing, the agency's award-winning education and job training program – the Howie the Harp Advocacy Center (HTH) in Harlem – prepares users of mental health services to become a part of the human services workforce. Community Access is also recognized as a leading advocacy organization for mental health and human rights in New York, organizing campaigns and participating in initiatives that focus on empowering people to shape policies and system-wide change.

Additional programs include:

- The Crisis Respite Center in Manhattan, which was the first program of its kind in NYC to offer community-based alternatives to emergency rooms and costly hospitalizations.
- East Village Access, a psychiatric treatment and rehabilitation program.
- Mobile teams.
- Blueprint Supported Education, which supports participants living with mental health concerns in defining goals and pursuing educational opportunities.
- And, a cadre of programs focused on helping participants to build connections and improve overall health and well-being, including an Art Collective, urban farming projects, and a pet adoption program.
- The NYC Mental Health Film Festival uses film as a medium to spark meaningful conversation about mental health and bring about positive change in challenging stigma. Its sister program, the Changing Minds Young Filmmaker Festival, was launched recently as a film-based storytelling initiative to help young people (ages 15 to 25) share their mental health stories.

### **Strategic Leadership**

Community Access recently completed a successful and unprecedented \$4M annual/capital campaign and has established an annual fundraising goal for the new fiscal year of \$3M.

The board of directors appointed Cal Hedigan as the agency's new CEO in July 2019, succeeding Steve Coe who retired in June after four decades at the helm of the agency. Cal, with support of her leadership team and the Board of Directors, has identified strategic priorities for expansion and organizational opportunity in the coming years. Community Access has experienced accelerating growth over the past decade and is well-positioned financially and by reputation to move into the next phase. With a \$32M

***“You can bring your whole, true self to work at Community Access; the most authentic version of you is able to provide the most authentic service.”***  
***– Nike Williams, Chief People Officer***

annual operating budget comprised of earned income, grant funding, and private contributions, the organization is poised and committed to building their private philanthropy program.

### **Commitment to Values**

Community Access is driven by a core set of values: human rights, peer expertise, self-determination, harm reduction, and healing and recovery. The organization is committed to a workforce reflective of the people it serves, and a significant percentage of the participants we serve are people of color. Community Access has a deep commitment to building stronger diversity across all levels of the organization, including senior leadership. Diversity, equity, and inclusion are current organizational priorities.

Given the agency value of peer expertise, Community Access is committed to having a workforce where at least 51 % of staff identify as having been recipients of mental health services at some point in their lives.

### **About Philanthropy at Community Access**



Over the last decade, the organization has grown its private funding from raising \$600,000 each year to now running a \$3M annual campaign. With unprecedented private funding for fiscal year 2019, Community Access has laid out a goal of building on this momentum with an additional 10-20% growth in private philanthropy with each coming year.

Community Access also benefits from a highly engaged 17-member Board of Directors with fiduciary and governing responsibility. The governing Board also raises about \$900,000 a year

in private support. In order to achieve and sustain ambitious growth goals, an 8-member Board of Trustees has been created with a purely philanthropic role. Through these two Boards, as well as a community of vendors and corporations working with the agency – especially in real estate development – senior leadership has identified substantial opportunity to build its individual and corporate giving programs.

### **About the Position**

The Director of Development position has been newly established as a result of a heightened investment in the private philanthropy program. The new Director will focus on assessing and building an individual donor pipeline to solicit 5+ figure gifts, supervise a Development Associate, and report to the Chief Development and Communications Officer, John Williams. He/she/they will also take on management and cultivation of the Board of Trustees, the philanthropic counterpart to the governing Board of Directors. In addition to individual giving, this person will also identify and develop promising



corporate giving opportunities with partners such as real estate development project vendors and Board of Trustee connections.

Lastly, this Director will be joining an ambitious team that is deeply dedicated and connected to the human rights mission of Community Access. He/she/they will benefit from an available, open-minded leadership team and a collegial office environment.

## Key Responsibilities

### *Fundraising*

- Help grow major gifts program, including identification, cultivation and solicitation of major donors, managing an annual portfolio of at least 100-150 major donors and prospects.
- Plan and manage major donor cultivation receptions.
- Data mine and research donors giving less than \$1,000 annually and develop strategies to help move donors up a ladder of giving.
- Manage weekly donor acknowledgments and quarterly reconciliation efforts.
- Create collateral to support fundraising activities and tailored sponsorship packages for annual gala.
- Create and manage a Corporate Volunteer Program, in collaboration with program staff members and teams around town.
- Oversee fundraising database and tracking systems.
- As needed, write proposals and reports for foundation donors.

### *Staff Leadership and Process Management*

- Partner and collaborate with Chief Development and Communications Officer in casting net far and wide to achieve aggressive annual campaign goals.
- Steward the Board of Trustees and actively develop strategies to recruit new members and support them in giving and raising private support.
- Supervise a full-time Development Associate.
- As needed, manage outside vendor relationships (printers, mail houses, photographers, etc.).

## Key Qualifications

### *Required*

- 3-5+ years of frontline development experience with increased responsibility
- Solicitation of 5+ figure gifts from individuals
- Demonstrated ability to develop and build a prospect pipeline
- Experience working with volunteer groups and program leadership
- Relevant leadership qualities (vision, strategy, motivation)
- Ability to travel locally, work evenings/weekends as appropriate
- Have an authentic connection to Community Access' mission and constituency
- Stellar presentation and communication skills, verbal, written and public
- Independent with high level of accountability

### **Preferred**

- Experience fundraising for comparable human service organizations
- Corporate or institutional giving experience; corporate sales background also relevant
- Track record recruiting board/volunteer leadership
- Experience with capital or comprehensive campaigns
- Personal experience using mental health services or a relevant connection to the mental health field

Please email your resume in confidence to:

[Communityaccess@developmentguild.com](mailto:Communityaccess@developmentguild.com)

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**CONSULTANT**

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For more information about Community Access, please visit [www.communityaccess.org](http://www.communityaccess.org).

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***Community Access maintains a strong commitment to the empowerment model of recovery, and promotes self-determination as an individual, agency, and social responsibility. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. We are committed to the hiring of at least 51% consumer staff, in all of our departments and programs, and at all levels of management.***

### **About Development Guild DDI**

Development Guild DDI is a nonprofit leadership development consulting firm that provides nonprofit executive search, fundraising counsel, and campaign services. We bring a powerful combination of discipline and innovation to every client engagement, delivering solutions that are both strategic and deeply rooted in experience and analysis. Drawing upon more than 2,500 client engagements and 40 years working in every nonprofit sector, our collaborative approach is distinguished by candid dialogue and supported by cutting-edge technology. We commit to understanding and respecting your unique culture and to translating that knowledge into viable solutions.

