

The Glow Community Center (GCC) is a 501(c)3 non-profit community-based organization located in Flushing, NY. Our mission is to enrich community life through educational, cultural and social programs. Our vision is to enhance community life by being a vibrant gathering and events center in the heart of Flushing. GCC is committed to making our programs inclusive and affordable.

The Glow Community Center seeks a full-time or part-time development officer to lead our ongoing fundraising and volunteer management needs. Reporting to the Managing director, applicants must have an established background in coordinating nonprofit donation strategies, grant writing and staff/volunteer activities.

Please send resume, a cover letter and references to [Marcelo.chan@glownyc.org](mailto:Marcelo.chan@glownyc.org). Salary commensurate with experience

**Specific areas of responsibility include:**

- Define and develop GCC's fundraising strategies, goals and plans with 1-3 yrs. horizon, working closely with board members and a diverse mix of stakeholders
- Define and manage processes to cultivate, solicit and steward current and prospective donors and volunteers.
- Conduct research to identify and pursue new public and private grant opportunities and sponsorships aligned with Glow Community Center's mission and programming.
- Maintain donor and fundraising management software system and produce timely reporting
- Define and implement marketing and communications plans that support fundraising and volunteer management activities.

**Qualifications:**

- Enthusiastic Self-starter, excellent networker, multi-tasker with effective communication and interpersonal skills to influence a diverse mix of stakeholders
- Passionate about and committed to GCC's mission and vision to enrich community life through educational, cultural and social programs and ready for a challenge in non-profit development
- Ability to communicate in spoken and written Mandarin highly desirable.
- Ability to build and cultivate healthy professional relationships with existing and prospective donors, supporters and volunteers.
- Organized and inspiring team leader able to deal with ambiguity, non-profit organizational challenges and a diverse mix of stakeholders
- Prior fundraising and social media management via donor and customer relationship tools highly desirable.
- Bachelor's degree in non-profit management and development highly desirable