



**Job Title:** Development Manager

**Salary Range:** \$70,000 – \$80,000 per year

**Location:** New Hyde Park, NY

**Type:** Full-Time

### **About Ronald McDonald House Charities New York Metro**

At Ronald McDonald House Charities New York Metro, we provide comfort, care, and a "home away from home" for families with children undergoing medical treatment.

### **Application Process**

Please submit your resume and cover letter to [jrulli@rmhcnym.org](mailto:jrulli@rmhcnym.org) with the subject line **“Development Manager.”**

### **Position Overview**

The Development Manager plays a key role in expanding the Ronald McDonald House New York Metro donor pipeline, strengthening community relationships, and increasing mission awareness across the region. Reporting to the Director of Development, this outward-facing position is ideal for a highly organized, relationship-driven professional who thrives on community engagement, donor cultivation, and representing a mission-driven organization.

### **Key Responsibilities**

#### *Donor Prospect Development*

- Identify, qualify, and cultivate new fundraising prospects across low and mid-level donor segments.
- Manage and steward a portfolio of entry-level and mid-level donors to support long-term engagement and retention.
- Collaborate with the Director of Development and senior leadership on donor cultivation strategies and opportunities.

#### *Community Engagement & Awareness*

- Serve as an ambassador for Ronald McDonald House at community events, presentations, and partner engagements.
- Build and steward strategic partnerships with local organizations to enhance visibility and philanthropic support.
- Collaborate with Marketing & Public Relations to develop community-focused content and storytelling that highlights mission impact.

#### *Events & Representation*

- Lead local outreach, cultivation, and donor appreciation events.
- Coordinate site visits, tours, and dedication opportunities for supporters and partners.
- Support annual chapter events.

#### **Preferred Qualifications**

- 2–4 years of experience in fundraising, development, community engagement, or related roles.
- Demonstrated success identifying and cultivating donor prospects.
- Strong organizational and project management skills with the ability to manage multiple priorities independently.
- Excellent communication and presentation skills; comfort engaging diverse audiences.
- Proven ability to build relationships with volunteers, donors, and community partners.
- Proficiency in Microsoft Office and donor/CRM systems.
- A passion for the Ronald McDonald House mission and supporting families in need.

#### **Benefits**

Ronald McDonald House New York Metro offers a competitive compensation and benefits package, including:

- Health, dental, and vision insurance
- Matched 403(b) retirement plan
- Life and disability insurance
- Flexible spending accounts
- Generous paid time off
- Professional development opportunities

#### **Equal Opportunity Employment**

At Ronald McDonald House New York Metro, we celebrate diversity and are committed to creating an inclusive environment for all employees. We are proud to be an equal opportunity employer and welcome applicants from all backgrounds to join our mission-driven team.