



Mission: “New York Common Pantry reduces hunger and promotes dignity, health and self-sufficiency.”

www.nycommonpantry.org

New York, NY
Hybrid Employment

CHIEF DEVELOPMENT OFFICER

ABOUT THE OPPORTUNITY



Founded in 1980, New York Common Pantry has evolved into New York City’s most innovative emergency food provider, serving 10.2 million meals annually and receiving 730,000 visits from people seeking meals, social service support, and stability. Beyond food assistance, the organization tackles poverty by offering a comprehensive, whole-person approach to tackle the root causes for food insecurity and establish long-term independence for those it serves.

New York Common Pantry is at a pivotal moment in its growth. Building upon its innovative and robust programs, the organization seeks to dramatically scale its impact by doubling the number of meals it serves annually by 2029. To that end, New York Common Pantry is in the silent phase of an anticipated \$25 million comprehensive campaign to purchase and renovate a 23,500 square foot storage and distribution hub in the Bronx, scale its holistic programming, and transform its strategies for the provision of emergency food.

New York Common Pantry seeks a mature and strategic Chief Development Officer (CDO) to guide the strategic growth of the organization's fundraising program. The successful candidate will design and implement a comprehensive fundraising strategy with the goal of expanding and diversifying philanthropic income sources, with a focus on further building a major and annual giving program. To expand and diversify the prospect base, s/he will develop mechanisms for integrating the volunteer base into the major gifts pipeline. The CDO will build and carry a portfolio of major gifts prospects, including research, qualification, cultivation, solicitation, and stewardship.

The ideal candidate will partner with New York Common Pantry's fundraising counsel, the Executive Director, and the Campaign Committee to successfully complete the \$25 million comprehensive campaign. S/he will strategically engage the Executive Director, Campaign Committee, and the Board of Directors in public outreach and fundraising activities, providing meaningful engagement opportunities and effective support. The successful CDO will build deep, collaborative relationships across the organization to further build the culture of philanthropy and integrate the development team into the fabric of the organization.

The Chief Development Officer will report to the Executive Director and serve on the Leadership Team, which is comprised of the Executive Director, Deputy Executive Director, and Senior Director of Finance. The candidate will build and lead a development team of two direct reports with oversight of an additional nine development professionals in major gifts, individual giving, institutional giving, events, and communications. The candidate will strategically build a robust development team.

S/he will partner with the Deputy Executive Director and Managing Director of Programs to oversee the government grants process. The successful candidate will staff the Development Committee of the Board of Directors. S/he will work alongside fundraising counsel, CCS Fundraising, and the Executive Director to manage the Campaign Committee.

New York Common Pantry has retained [Freeman Philanthropic Services, LLC](#) to assist on this critical recruitment.

ABOUT NEW YORK COMMON PANTRY



New York Common Pantry is a poverty-fighting organization that provides food assistance, case management services, senior food provision, nutrition education, and hygiene services. The organization offers a comprehensive, whole-person approach to tackle the root causes for food insecurity and establish long-term independence for those it serves.

New York Common Pantry's holistic programs start with food provision through the distribution of nutritious, fresh food pantry packages in **Choice Pantry** and hearty balance breakfast and dinner in the **Hot Meals** program. Supplemental food is provided to seniors aged 60 and older through **Nourish**.

To ensure long-term independence, the organization addresses the root causes for food insecurity with case management services through **Help 365**, which assists Pantry visitors in gaining access to resources, and **Project Dignity**, which connects homeless visitors to resources. In addition, the organization offers the **Live Healthy!** program, which teaches children and adults the importance of a nutritionally sound diet and active living, while providing them the skills necessary to make healthier choices for their families.

New York Common Pantry serves over 660,000 visitors each year and, in calendar year 2023, the organization distributed 10.2 million meals while operating its holistic suite of programs. To read more about the organization's impact, please [visit New York Common Pantry's website](#).

LEADERSHIP



Stephen Grimaldi, Executive Director

A native New Yorker, Stephen Grimaldi remembers seeing the rise of homelessness as a child, and how his working-class and poor neighbors worked hard only to barely stay ahead of eviction. The desire to do something about this impacted him, but it was when his own family fell into financial difficulty as a teenager that he realized how hard 'climbing out' of poverty was. Motivated and compelled to develop solutions to food insecurity and living within such limited means, Stephen studied Political Science and Journalism as an undergraduate. His aim was to tell his and others' stories within a policy context to create sustainable solutions for those struggling to make ends meet. Later, Stephen entered the Masters in Social Work program at CUNY Hunter. His first year placement was at

Yorkville Common Pantry, the largest single-site food pantry in New York. After being a homeless outreach worker and then Social Services Director for a housing organization in New York, Stephen served as the Shelter Director at Lenox Hill Neighborhood House, a large settlement house in Manhattan. He then became Deputy Executive Director of Urban Pathways, a social service and low-income housing provider for the formerly homeless in New York City, where his duties included promoting and maintaining quality programming, supervising agency-wide operations, and fundraising.

In 2008, Stephen returned to Yorkville Common Pantry as Executive Director, helping to rebrand the organization as New York Common Pantry in 2012. Working alongside the senior team and Board of Directors, he has led the organization as it has grown to serve the entire city, with four brick and mortar and 200 mobile/partner sites. He believes the work of New York Common Pantry should be impactful, goal-oriented, efficient, and promote dignity and health while maximizing self-sufficiency using holistic, comprehensive and innovative approaches. He represents the Pantry at the city, state, and national level on issues impacting the people it serves, and is currently a member of The Roundtable: Allies for Food Access as well as the Innovative Capacity Coordination Group through the Mayor's Office of Food Policy.

Board of Directors

New York Common Pantry's Board of Directors is comprised of dedicated and engaged leaders committed to New York Common Pantry's mission, vision, and continued growth. The Board is a diverse group of esteemed finance, legal, corporate, food, and community leaders.

For a complete list of members of the Board of Directors, [please click here](#).

REPORTING AND IMPORTANT RELATIONSHIPS

The Chief Development Officer will report to the Executive Director and serve on the Leadership Team, which is comprised of the Executive Director, Deputy Executive Director, and Senior Director of Finance. The candidate will build and lead a development team of two direct reports with oversight of an additional nine development professionals in major gifts, individual giving, institutional giving, events, and communications. The candidate will strategically build a robust development team.

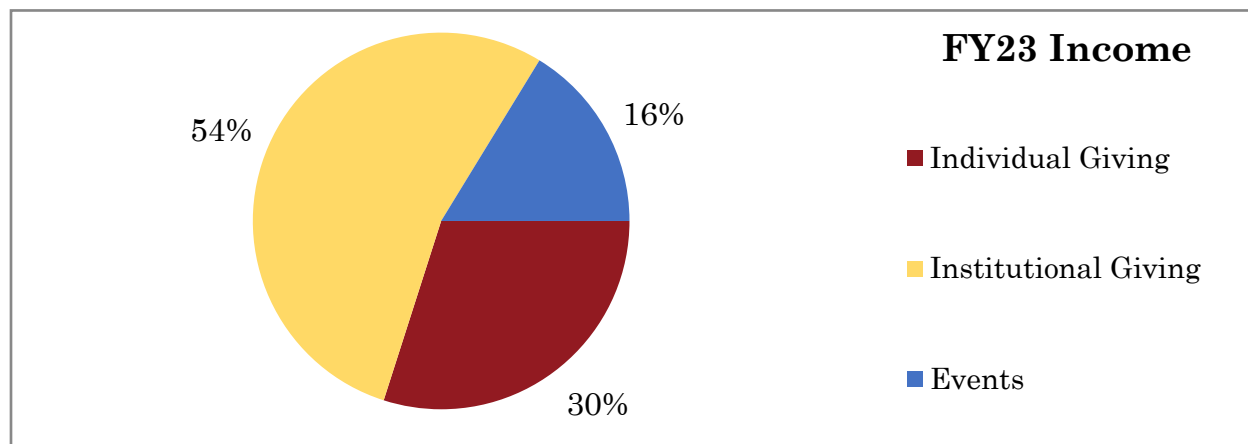
The CDO will oversee New York Common Pantry’s volunteer program and develop mechanisms for integrating New York Common Pantry’s volunteer base into the major gifts pipeline. S/he will build strong, collaborative relationships across the organization to integrate the development team into the fabric of New York Common Pantry while further building the culture of philanthropy.

S/he will partner with the Deputy Executive Director and Managing Director of Programs to oversee the government grants process. The successful candidate will staff the Development Committee of the Board of Directors. S/he will work alongside fundraising counsel, CCS Fundraising, and the Executive Director to manage the Campaign Committee.

FINANCIAL OVERVIEW

In fiscal year 2023, New York Common Pantry raised \$7.7 million from individuals, corporations, foundations, and events. In parallel, the organization received \$5.4 million in government support. Looking forward, the organization seeks to scale its philanthropic impact to continue the expansion of its programs.

New York Common Pantry’s philanthropic income for fiscal year 2023, separated by sources of support, is below:



CHALLENGES AND OPPORTUNITIES

The Chief Development Officer will lead the growth of New York Common Pantry's philanthropic income. The successful candidate will:

- Develop an extensive understanding of New York Common Pantry's mission, culture, programs, and fundraising priorities;
- Design and implement a comprehensive fundraising strategy and vision with the goal of expanding and diversifying philanthropic income sources;
- Partner with fundraising counsel, the Executive Director, and the Campaign Committee to successfully complete New York Common Pantry's \$25 million comprehensive campaign;
- Restructure and further build a major and annual giving program, expand and diversify the prospect base, and cultivate relationships for solicitation, while overseeing communications and institutional giving;
- Carry a portfolio of top prospects and donors at the major gift level, including prospect research, qualification, cultivation, solicitation, and stewardship;
- Develop mechanisms for integrating New York Common Pantry's volunteer base into the major gifts pipeline;
- Further build the culture of philanthropy at New York Common Pantry and build strong collaborative relationships with leadership, board members, and colleagues;
- Strategically engage the Executive Director, Board of Directors, and Campaign Committee in public outreach and fundraising activities, providing meaningful engagement opportunities and effective support;
- Lead the growth of the development team, centering the staff on New York Common Pantry's mission and programs while providing direction to foster professional development;
- Provide professionally mature, effective, and transparent management;
- Implement policies and best practices that will ensure greater staff collaboration and accountability through quantitative measurement of results;
- Model behaviors and create a culture that is comfortable with clearly defined goals and reliable methods with which to measure success;
- Align strategy to resources to hire, build, and lead a robust development team;
- Ensure overall performance, success, and growth of development staff, helping them excel in their work and grow professionally;
- Preserve long-term alliances with existing donors, while systematically identifying and targeting new prospects;
- Create compelling cases for support and collateral materials for solicitation; and
- Identify, collect, and track KPIs for the development team by creating a performance dashboard.

IDEAL QUALITIES AND ATTRIBUTES

The CDO will have the proven ability to effectively meet the responsibilities listed in the preceding section. The ideal candidate's qualities and attributes include:

- Passion and commitment to New York Common Pantry's mission, vision, and values;
- Passion and comfort working with individuals across educational, economic, and social levels, ideally with an understanding of poverty;
- Stature and maturity to build strong, collaborative relationships across the organization and integrate the development team into the fabric of the organization;
- Confidence, professionalism, and follow-through to effectively engage and support the Executive Director, Board of Directors, and Campaign Committee;
- Inspirational leadership with the demonstrated ability to recruit, motivate, mentor and leverage a team's existing capacity to strengthen performance, increase retention, and inspire dedication;
- Demonstrated track record of delivering philanthropic growth, with the ability to maintain a clear focus on meeting campaign and annual financial goals;
- Strategic problem-solver with conflict resolution and interpersonal skills;
- Demonstrated track record of personal identification, cultivation, solicitation, and stewardship experience with the ability to bring creative and effective strategies to the major gifts process;
- Genuine and transparent team player with a creative manner of approaching issues and devising sound solutions based on good judgment and collaboration;
- Excellent communication (writing, proofreading, speaking, presentation, and listening) skills and keen attention to detail, with the ability to effectively communicate with all levels of the organization, as well as external constituencies;
- Inclusive management and team building skills to help guide a results-oriented operation, while maintaining best practices, camaraderie, clear goals, and shared accountability;
- Knowledge of the New York philanthropic marketplace preferred;
- Knowledge of Raiser's Edge preferred; and
- Bachelor's degree required, Master's degree preferred.

DIVERSITY

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

COMPENSATION AND BENEFITS

The compensation and benefits package will be competitive and commensurate with the selected candidate's background and experience. The compensation range is \$170,000 to \$200,000. For extraordinary candidates, New York Common Pantry may consider higher compensation.

The Chief Development Officer will work in a hybrid capacity, working in the office four days a week out of the organization's East Harlem Pantry.

CONFIDENTIAL INQUIRIES AND HOW TO APPLY

New York Common Pantry has retained Freeman Philanthropic Services, LLC to assist on this recruitment. FPS is a national leader in executive recruitment for the not-for-profit sector and brings a proven track record of recruiting top talent to diverse institutions.

Please send all inquiries, applications, and nominations directly to FPS via email at NYCommonPantry@glfreeman.com.

All applications must include: (1) an up-to-date resume; and (2) a formal letter of interest (addressed to Gail L. Freeman, President of FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity at New York Common Pantry is the logical and desired next step in their career. Additional materials and information will be requested during the search and interview process.