



**NYC BIRD  
ALLIANCE**  
A CHAPTER OF NATIONAL AUDUBON

71 W 23RD STREET  
SUITE 1523  
NEW YORK, NY 10010  
212.691.7483

NYCBIRDALLIANCE.ORG  
@NYCBIRDALLIANCE



## SENIOR MANAGER, DONOR ENGAGEMENT AND EVENTS

NYC Bird Alliance seeks a Senior Manager, Donor Engagement and Events to lead our signature fundraising events and build meaningful relationships with the supporters who make our work possible. In this role, you'll plan and execute our annual gala, oversee the production of donor cultivation events, manage a portfolio of mid-level donors, and coordinate our year-end appeal campaign. You'll blend strategy with hands-on execution, designing memorable events, strengthening donor relationships, and driving revenue growth to support our mission.

The ideal candidate is a strong project manager, an excellent communicator, and someone who enjoys balancing logistics with relationship building. This is an exciting opportunity to make a tangible impact at one of the country's leading urban conservation organizations.

### About NYC Bird Alliance

NYC Bird Alliance (formerly NYC Audubon) protects birds and strengthens urban biodiversity across New York City. The organization advances cutting-edge science, policy advocacy, and inclusive public programs to safeguard habitat, reduce threats to birds, and inspire New Yorkers to build a city where wildlife and communities thrive. An independent chapter of National Audubon, NYC Bird Alliance has 10,000 members and engages tens of thousands New Yorkers annually through programs, outreach, and advocacy.

Our team of 15 core staff is supported by dozens of seasonal scientists and environmental educators, hundreds of wildlife advocates, and thousands of volunteers.

### About the Position

NYC Bird Alliance is expanding our development team with this new role. The Senior Manager, Donor Engagement and Events, will lead the planning and execution of our annual Fall Roost gala and oversee the production of a series of donor cultivation events throughout the year.

This position will also manage a mid-level donor portfolio and support our broader fundraising strategy, driving revenue growth, strengthening our donor pipeline, and deepening donor engagement.

Through the Fall Roost gala and individual giving, this position will play a key role in bringing in more than \$1M in annual revenue, a significant portion of the organization's operating budget.

The position reports to the Director of Development and will supervise the Senior Associate, Events and Membership to deliver a cohesive, high-quality donor experience across all events.

## Responsibilities

- **Event Planning and Execution** *(50% of time)*
  - Lead all logistics, timelines, and venue and vendor relations for the Fall Roost gala, with assistance from our Senior Associate, Events and Membership.
  - Facilitate the board of directors' Special Events Committee, building strong working relationships and guiding committee strategy in support of the Fall Roost gala.
  - Oversee the strategy and production of four donor cultivation events per year, with day-to-day planning and execution led by our Senior Associate, Events and Membership.
  - Develop event concepts aligned with donor interests and organizational goals, including a potential new series of cultivation events for planned giving prospects.
  - Create and manage event budgets, run-of-show documents, and communication plans.
  - Produce post-event reports and analyze performance to inform future strategy.
  - Identify opportunities for additional fundraising and friend-raising events, as appropriate.
- **Fundraising and Donor Engagement** *(45% of time)*
  - Manage Fall Roost gala supporter outreach.
  - Support the Director of Development with research and preparation for major donor asks.
  - Manage a portfolio of mid-level donors, including:
    - Prospecting, stewardship, and moves management.
    - Drafting donor communications and impact updates.
    - Identifying upgrade opportunities and strategizing tactics for deepening engagement.
    - Making direct asks to mid-level donors.
    - Tracking portfolio performance and contributing to fundraising strategy.
  - Support and supervise the Senior Associate, Events and Membership, on implementing new directions for our membership program and the engagement of lower-level supporters.
  - Coordinate the annual year-end appeal campaign.
  - Identify opportunities for additional direct response fundraising campaigns, as needed and as capacity allows.
- **Supervisory** *(5% of time)*
  - Provide guidance and mentorship to the Senior Associate, Events and Membership, ensuring alignment on priorities, timelines, and deliverables.
  - Assign and oversee event-related responsibilities, providing feedback and support as needed for continued professional growth.
  - Conduct regular check-ins and participate in goal-setting and performance reviews.

## **Qualifications**

### *Required skills and experience*

- 5+ years of professional experience in nonprofit event management; donor-facing, frontline fundraising; and/or donor engagement.
- Demonstrated success managing events of varying scales, including galas.
- Commitment to donor-centered fundraising practices.
- Experience working with board committees and volunteers.
- Strong relationship-building and communication skills (written and verbal).
- Excellent project management, organization, and attention to detail.

### *Preferred*

- Experience with donor CRMs (Neon CRM a plus).
- Experience managing direct staff reports

### *Additional Requirements*

- Comfort working effectively with people of varied backgrounds.
- Proficiency with Microsoft 365/Office, Google Suite, and Zoom.
- Flexibility, positivity, and strong collaboration skills.

## **Job Details**

This is a full-time exempt position with a “hybrid” work arrangement, with at least two days in-person required at the NYC Bird Alliance office in Manhattan. Additional in-office days will often be necessary during busy event planning periods. Given the nature of the organization and its events, there will be work on occasional early mornings, evenings, and weekends.

## **Compensation**

The Senior Manager, Donor Engagement and Events’ starting salary will be in the \$75,000-\$80,000 range, depending on experience and skills. In addition, NYC Bird Alliance offers a full benefits package, including a generous Paid Time Off policy; exceptional 100% coverage on medical, dental, and vision insurances for full-time employees; life and disability insurances; and a SIMPLE IRA retirement plan with a match.

## **To Apply**

Send resume and cover letter in PDF format to [jobs@nycbirdalliance.org](mailto:jobs@nycbirdalliance.org), with “Senior Manager, Donor Engagement and Events” in the subject line. No calls, please.

Applications will be reviewed on a rolling basis, with a projected employment start date in April 2026.

We are committed to building a diverse and inclusive workforce and encourage candidates from all backgrounds to apply, including individuals from historically underrepresented groups and those who may not meet 100% of the qualifications.

## **POLICIES**

### *NYC Bird Alliance's Commitment to Equity, Diversity, Inclusion, and Accessibility*

We believe all people have the right to a close connection to the natural world and the right to a healthy environment. Preserving our environment is only possible if we all feel that connection. We commit to building an equitable, diverse, inclusive, and accessible NYC Bird Alliance, dedicated to protecting nature for all of New York City's people and its wild birds. For more information, visit [nycbirdalliance.org/edia](https://nycbirdalliance.org/edia).

### *Equal Employment Opportunity*

NYC Bird Alliance is committed to maintaining an inclusive and respectful workplace free from discrimination, harassment, and retaliation. We provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Please note that the NYC Bird Alliance office is located on the 15th floor of a building with elevator access.

### *COVID Vaccines*

All NYC Bird Alliance employees must be fully vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or medical necessity. If you are offered employment, this requirement must be met by your date of hire, unless an accommodation for exemption is received and approved.