

Fiscal Policy Institute - Director of Administration and Development

The Fiscal Policy Institute (FPI), an independent, nonpartisan, nonprofit research and education organization, with offices in Latham and New York City, seeks a **Director of Administration and Development** to oversee and ensure the smooth functioning of the organization's administrative and fundraising operations.

Responsibilities

The Director of Administration and Development will work collaboratively with FPI's Director and Deputy Director and with the members of FPI's board of directors, particularly the President and the Treasurer, to:

- monitor FPI's budget, and manage its accounts payable and accounts receivable;
- serve as liaison with the Treasurer's office which handles the organization's finances;
- manage internal staff and board communications;
- prepare and update personnel policies and procedures;
- manage foundation and individual fundraising in coordination with FPI's board and senior staff; and
- coordinate the preparation of proposals, financial reports and activity reports for foundations, FPI board and staff members and other key constituencies.

Location

The preferred location for the Director of Administration and Development is FPI's Latham office, but the position may be located in FPI's New York City office. Regular travel between FPI's offices and its Treasurer's Albany office will be required.

Requirements

The successful candidate will be an energetic and well-organized self-starter with excellent interpersonal skills. A strong background in nonprofit management and/or fundraising is highly desirable. An interest in, and understanding of, New York State economic and fiscal issues is desirable. The successful candidate must have excellent written and oral communication skills, the ability to synthesize information from FPI's other staff members in preparing proposals and activity reports, and an interest in and attention to administrative and organizational detail.

Compensation

Commensurate with skills and experience.

To apply

Send a resume, letter of interest and two writing samples to: info@fiscalspolicy.org. Electronic applications only.

About FPI

The Fiscal Policy Institute is an independent, nonpartisan, nonprofit research and education organization that is committed to the implementation of public policies and private practices that

improve economic and social conditions for all New Yorkers. Founded in 1991, FPI has offices in Latham (a suburb of Albany) and New York City. FPI publishes an annual analysis of the state's fiscal situation and tax system, a biennial report on the state of working New York, and special reports and articles on a variety of related subjects. In addition, FPI maintains an active program of briefings and other public education activities. Copies of FPI's published materials are available on its website, www.fiscalpolicy.org. FPI's research, analysis, and public education activities seek to:

- identify, explain and advance public policies and private practices that help to create a strong economy in which prosperity is broadly shared; and,
- increase public and governmental understanding of issues related to the fairness of New York's tax system and the stability and adequacy of state and local public services.

The Fiscal Policy Institute is an equal opportunity employer, and, as such, takes affirmative action to insure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification protected from discrimination under applicable law.