



JOB DESCRIPTION

Part-Time Development Associate

Location: New York, NY

New York Common Pantry (NYCP) is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education, and hygiene services. We are a dynamic, mission-driven organization, experiencing rapid growth and expansion at this time.

NYCP is seeking a Part-Time Development Associate to join our Development/Communications team. The Part-Time Development Associate will assist with all aspects of NYCP fundraising and interact with board members, donors, staff and vendors as well as use Raiser's Edge, our database system and provide overall support to the Development team.

The Development Associate will be located at the Choice Pantry Manhattan location at 8 East 109th Street, New York, NY 10029. The weekly schedule is hybrid, 21 hours/week.

Responsibilities:

- Assist with processing donations (checks, online gifts, wires, matching gifts, etc.) and with issuing acknowledgement letters and other correspondence. This will be in conjunction with another member of the development team.
- Maintain Raiser's Edge donor management database entries and dashboards routinely update and correct database records as needed.
- Create fundraising reports and other Raiser's Edge database reports as needed.
- Conduct preliminary research on prospective foundations, corporate partnerships and individual donors.
- Keep guest lists, and other duties as assigned for fundraising events; assemble materials for events and meetings as needed.
- Strong customer service/support orientation and ability to connect with donors over the phone.
- Work with the individual giving team on stewardship planning and communications.
- Maintain government portals (Grants.gov, Passport, etc.) and manage city, state and federal contract materials.
- Other responsibilities as assigned.

Qualifications:

- High school diploma/GED required, Bachelor's Degree preferred or related work experience.
- A minimum of three years of experience in an administrative position, preferably in a not-for-profit development office.
- Must have a strong demonstrated proficiency with programs within MS Office and/or GSuite.
- Commitment to helping the communities in need and NYCP's work and mission.

- Excellent communication skills and judgment with the ability to maintain privacy and confidentiality.
- Strong familiarity with data-entry and database management, prior experience with Raiser's Edge highly preferred.
- Organizational skills and ability to work on several projects.
- Professional written and verbal communication skills.
- Detail oriented with professional demeanor.
- Ability to follow through and maintain accurate records.
- Capacity to manage up as needed.
- Discretion is a must.

This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

To Apply:

Please submit your resume and cover letter to: jobs@nycommonpantry.org

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department
 New York Common Pantry
 8 East 109th Street
 New York, NY 10029

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.

Pay: \$28.00-\$29.00/hour

Benefits:

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays
- Short Term Disability, Long Term Disability, and Life Insurance