



**JOB DESCRIPTION**  
**Individual Giving 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 a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer we look to establish long-term stability for those we serve.

NYCP is seeking an Individual Giving Associate to join our Development team. Reporting to the Individual Giving Manager, the Individual Giving Associate will be an integral support and fundraising member of the team. Responsible for managing a portfolio of donors, the job holder will also complete all administration relating to individual giving activity as well as providing a Development presence at requested events.

The Individual Giving Associate position is full-time and an exempt position. This role has flexibility for hybrid work but is required to be in the office at least three (3) times a week.

**Responsibilities:**

- Assist the Individual Giving team with developing and implementing the individual giving, family foundation, and stewardship strategy.
- Manage a portfolio of a minimum of 100 donors, which includes three personal contacts per year outside of general correspondence and acknowledgments, i.e., cultivation events, phone calls, personal notes, etc.
- Support the Individual Giving team in the coordination of outreach to supporters, monthly donors, new donors, and prospects. Assist in the production of fundraising and stewardship communications, both print and online.
- Manage stewardship activities and monitors progress in Raiser's Edge. Assign and notify internal teams about weekly thank you call.
- Meet and greets donors during events.
- Identify appropriate program opportunities/individual event attendees for special appeals, merge, and mail letters.
- Manage and follow up with prospects.
- Draft solicitation letters and other special correspondence.
- Conduct donor/prospect research, prepare prospect briefings, and assist with drafting letters and proposals.
- Manage all administrative details associated with board committees (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Serve as the primary point of contact for general constituent inquiries.
- Assist with web development and special events when needed.
- Other responsibilities as assigned.

**Qualifications:**

- Bachelor's Degree is required.
- A minimum of three (3) years of development experience is required, with the potential and aspirations to build a career within the field.
- Commitment to helping the communities in need and NYCP's work and mission.
- Strong written and verbal communication skills with an eye for detail and an articulate telephone manner.
- Excellent organizational skills, including prioritizing deadlines and coordinating hybrid work schedules based on departmental needs.
- Accomplished interpersonal skills with the diplomacy and poise required to deal with board members, volunteers, and major and high-profile donors.
- Effective team player and demonstrates a collaborative approach when working with colleagues.
- Proficient in the use of MS Word, Excel, and Outlook, with previous Raiser's Edge experience a plus.

*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](mailto: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:** \$60,000 - \$66,000/annual commensurate on experience

**Benefits:**

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays

- Medical, Dental, and Vision benefits
- 403(b) Retirement Account
- Pre-tax Transit benefits
- Health Savings Account
- Life Insurance