

## **Development Associate – Safe Space NYC**

Education: Bachelor (BA, BS, etc.)

Location: Jamaica, New York, 10012, United States

Job Category: Administration, Fundraising & Development

Sector: Nonprofit

Type: Full time

Salary: DOE

Area of Focus: Children and Youth, Community Service and Volunteering, Family and Parenting, Health, Mental, Human Services

Safe Space is seeking an experienced Development Associate to work as a member of the Development team to enhance the fundraising operations for the agency. He/she will coordinate all administrative activities, including Raiser's Edge and will support the Development department in all activities. Major functions will be to administer correspondence with individual donors, acknowledge donations, maintain the donor database, research prospective donors, and coordinate meetings with donors and prospective donors. Additionally, the Development Associate will provide statistical reports on developmental activities on an ongoing basis and will be responsible for the update of the website. Reports to Associate Director of Development.

### **PRIMARY RESPONSIBILITIES:**

- Responsible for all data entry and reports generated by Raiser's Edge
- Create and maintain records containing constituent information
- Enter checks and donations
- Acknowledge all donations
- Monthly reconciliation of data with finance
- Prepare correspondence, complex presentations, and reports
- Coordination of website updates
- Research of current donors and prospects
- Manage and maintain filing system

### **Additional Qualifications:**

#### **CANDIDATE QUALIFICATIONS:**

- Quick and clear thinker; highly organized and detail-oriented; proficient, friendly, and diplomatic communicator
- Able to take the lead, work on numerous complex tasks simultaneously, and flourish under pressure
- Ability to interact with all levels of personnel; high level of professionalism and hospitality
- Flexible, proactive, and resourceful
- Excellent verbal, written, and keyboard skills; proficient in Microsoft Office Suite and must have experience with Raiser's Edge

### **How to Apply:**

To apply, please submit a resume and cover letter (including salary requirements).

To be considered, send resume and cover letter [jobs@safespaceny.org](mailto:jobs@safespaceny.org). Be sure to include the title of the position that you are applying for in the subject of the email. No telephone inquiries please. Safe Space is an EOE.