



**Development Assistant Agency Description:** The mission of Neighbors Link is to strengthen the whole community by actively enhancing the healthy integration of immigrants. Neighbors Link provides innovative and impact driven programming to immigrant families and works to empower clients to successfully navigate community resources and to foster client leadership.

**Job Summary:** We are seeking a bright and highly motivated individual to help support Neighbors Link development operations. This opportunity is for a full-time **Development Assistant** who plays an important role in ensuring the efficient operation of the Development Office. The ideal candidate will have some nonprofit experience, preferably with external board members and/or donors. Position requires regular weekday office hours (remote work until further notice), with occasional evening and weekend hours to support fundraising events and board/committee meetings.

**Responsibilities:** Primary responsibilities include, but are not limited to:

- Maintain DonorPerfect donor database, including gift entry, acknowledgements, mailing lists and reports, create entries for all donor contact
- Generate reports and dashboards on portfolios
- Handle weekly reporting of all gifts to board of directors and other key constituents
- Manage Constant Contact mailing list, cross-referencing with volunteer database
- Provide tracking and record-keeping support for foundation and government grants
- Organize and maintain photo library and press clippings
- Interface with printing, mailing and other vendors
- Provide administrative support at fundraising, volunteer and other NL events
- Schedule board, committee and other meetings; handle logistics for meetings
- Coordinate listings and biographies for Board of Directors and committee members
- Set up and maintain donor portfolios
- Research individual prospects and create profile sheets
- Generate mailing lists from DPO and format as needed for various mailings. Update with return mail corrections.
- Serve as backup support for Communications Manager on website maintenance
- Keep NYS pre-certification vault current
- Organize and provide all ancillary documents for grant submissions

**Requirements:**

- Bachelors degree in a relevant field (communications, marketing, administration, etc.)
- 1-2 years experience in a nonprofit organization or as an administrative assistant
- Previous experience with donor or customer databases (Donor Perfect, Salesforce, etc.)
- The ability to maintain privacy and confidentiality
- Excellent English language communication skills; Spanish proficiency a plus
- Strong proficiency with MS Office suite software
- The ability to multi-task, meet deadlines and remain highly organized

A “can-do” attitude and commitment to the Neighbors Link mission

Salary range: \$45,000- \$46,000

Please send resumes to [jobs@neighborslink.org](mailto:jobs@neighborslink.org). No phone calls, please.