



James L. Kaufman, LCSW-R, *President / CEO*

www.abbotthouse.net

100 North Broadway
Irvington, NY 10533
(914) 591-7300

1775 Grand Concourse
Bronx, NY 10453
(718) 329-4968

100 Commerce Drive
New Windsor, NY 12553
(845)-457-5030

Position: Development Associate

Salary: \$45,000 plus benefits package

Abbott House:

Since 1963 Abbott House has built lasting foundations under children, adolescents and adults with complex needs throughout the Hudson Valley and New York metropolitan area. Our children and adolescents come from complex, often chronic stressful environments that derail their healthy development and our adults with developmental disabilities have capacities and strengths that are often overlooked. Regardless of their history or circumstances, our aim is to provide an environment of healing, safety and opportunity for those with the most complex human needs. At Abbott House, our staff and programs are focused on creating a deep, enduring sense of family and home. We provide our children and adults with the foundational development they need to thrive.

Job Summary:

The Development Associate is part of a high energy team to grow philanthropy and visibility for Abbott House. Working collaboratively and mentored by the Director of Development, he or she works to support the administrative operations of the department, and is responsible for developing and managing our volunteer engagement initiatives.

Duties and Responsibilities:

Other duties may be assigned.

Volunteer and Donor Engagement

- Recruits individuals and corporations to volunteer with Abbott House.
- Implements volunteer policies and works with the Human Resources Department to process all volunteers based on the policy.
- Develops training program specific to the need to help volunteers be successful.
- Organizes, and manages volunteers, mentors, and intern projects including drives for toys, books, clothing, Easter baskets, TRC items, etc., and multiple other volunteer projects throughout the agency.
- Cultivates volunteers to enhance their experience and relationship with Abbott.
- Develop and implement strategies to maximize the resources and ability of each donor to help grow philanthropy.
- Tracks all volunteer activities and interactions in database.
- Develops and implements volunteer recognition.
- Works with staff to develop and implement strategies to improve organizational visibility and public relations activities to attract volunteers in a manner that ensures the Abbott House brand.
- Assist in developing and executing plan and tactics for online mobilization, outreach, and small-donor fundraising (advocacy, volunteer recruitment, donations, etc.).
- Conducts donor and prospect research and develops profiles.
- Develops, engages and manages relationships with prospects, donors, and volunteers.

Administrative Operations

- Supports the distribution of regular external emails, including the design, and manages interface with our website.
- Oversees the production of newsletters, program brochures, flyers, etc., with graphic design consultants and printers, bulk mailing, and the distribution lists.
- Prepares production of presentation materials.
- Executes plans and tactics for non-fundraising mobilization, i.e. foster parent recruitment campaign, etc.
- Creates and manages donor stewardship confidentiality, donor rights, strategies and activities including thank you letters, donor reports, database entry, updates, invitations, and other activities as needed.
- Execute consistent communication to cultivate and grow donor base including mail appeals, newsletters, annual reports, etc.
- Implement and monitor metrics and analysis of online fundraising and constituent mobilization campaigns.
- Assist in implementing events as needed.
- Maintains accurate accounting of unrestricted and restricted income and its sources. Interface with the finance team to fulfill information requests and maintain reporting accuracy.
- Maintains departmental contracts and expenses, monitors and facilitates renewals, analyzes cost-benefit, researches and chooses more effective resources to implement strategies.

Qualifications:

- A Bachelor's degree in a related field required. Certificate in Fundraising preferred.
- Two or more years of development and communications experience preferred.
- Must be available after normal business hours, and weekends, as needed.
- Knowledge of a donor management software system required, or individual must complete software specific trainings
- Exceptional creative writing and proofreading skills.
- Demonstrated excellence in relationship building and engagement.
- Demonstrated excellence in organizational skills and attention to detail.
- Basic HTML understanding preferred.
- Demonstrated analytical and critical thinking skills.
- Strong computer skills –knowledge of Adobe Creative Suite (particularly Photoshop and InDesign) preferred, Microsoft Office Suite (particularly Excel and Word) Required
- Experience creating Mail Merges in Microsoft Word Some experience in event planning and execution, nonprofit sector preferred.

Knowledge/Skills/Abilities:

- Strong project management skills with demonstrated ability to handle multiple projects in a fast-paced environment, and to complete them in a timely manner.
- Self-starter, motivated, resourceful, collaborative and able to take initiative in all situations.
- Ability to learn and utilize a donor management software system (Bloomerang).
- Demonstrated excellence in relationship building and engagement.
- Demonstrated ability to help drive projects to completion and multi-task.
- Ability to create the design and content for print and online communication products.
- Ability to use good judgment, take initiative and make recommendations in resolving problems.
- Strong computer skills with Microsoft Office programs, FireSpring Website updates.

Apply at www.abbotthouse.net/careers