



**JOB TITLE: DEVELOPMENT ASSOCIATE – ADMINISTRATION**

**Department:** Development

**Position Reports to:** Director of Development

**Job Classification:** Full Time, Non-Exempt

**LOCATION:** This opportunity is based in Westchester County, New York – currently performed in a hybrid between remote work and in-person in MSP’s White Plains office.

**JOB HIGHLIGHTS:** As part of a dynamic, diverse team of passionate advocates, committed to transforming the world, you will take leadership of critical fundraising functions – including thanking donors, tracking gifts, implementing special events, and supporting grant strategy. By doing so you will strengthen the understanding of and response to domestic violence and human trafficking.

**MAIN AREAS OF FOCUS:** Donor Stewardship, Resource Development, Database Management, Fundraising Administration, Communications, Domestic Violence and Human Trafficking Advocacy, Outreach and Community Engagement.

**JOB OVERVIEW:** As the Development Associate – Administration, you will work to further [MSP’s mission in accordance with our guiding principles](#) in a key role with 3 main components: Donor Relations, Special Event and Grants Support, and Community Engagement.

**YOU’LL BE RESPONSIBLE FOR...**

- Managing donor relationships through stewardship, creating compelling and accurate donor correspondence and acknowledgment letters, strategizing new methods of donor recognition, and managing our donor database (currently eTapestry by Blackbaud but transitioning to Salesforce)
- Being a key part of the team overseeing the agency’s migration from eTapestry to Salesforce
- Performing vital administration functions, including processing financial donations, and working collaboratively with MSP’s Finance Department.
- As part of MSP’s Development & External Affairs team, taking part in envisioning fundraising events, providing logistical and technical support before, during and after the event, managing and maintaining guest lists, and performing miscellaneous and special project support as needed.

- Working closely with the Director of Grants & Foundations, researching potential funding opportunities and preparing grant applications.
- In your Community Engagement role you will represent MSP at community events around Westchester and online (occasional weekend and evening hours required). You will develop strong strategic partnerships with other local nonprofits and community members, and oversee MSP's in-kind donation program.

**You must have...**

- Bachelor's degree
- Superb interpersonal, speaking, and writing skills
- High-level of competency with Microsoft Office Suite and web-based data management and research tools.
- Understanding of budgeting and database management.
- Ability to help physically manage event set-ups and clean-ups.
- Experience in a nonprofit setting.
- Ability to travel County-wide to meetings and events.
- Bi-lingual English/Spanish preferred.

**YOU'LL BE SUCCESSFUL IF...**

As a passionate advocate for social justice, you adopt an anti-oppression lens to understand gender-based violence. You recognize that clients come to MSP while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression.

You are flexible and work well as part of a team and independently. You have excellent time management skills and demonstrated ability to multi-task. You are accountable to doing what you say you are going to do.

**TEAM OVERVIEW:** MSP's Development & External Affairs Department supports the agency through resource development, fundraising, external and internal communications, community engagement and volunteer management. Working closely with our colleagues in the program and legal departments, who provide a holistic range of supports for families experiencing domestic violence and human trafficking, D&EA furthers MSP's mission in accordance with our guiding principles.

**ORGANIZATIONAL OVERVIEW:** At MSP, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence and human trafficking. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

MSP is a 501(c)(3) nonprofit organization, responding to domestic violence and human

trafficking in Westchester County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** MSP employees enjoy a generous health benefits package that includes dental and vision care. Our Financial Savings Plan reflects a commitment to the future well-being of our employees. PTO and self-care are important to us and we offer a PTO plan that includes, vacation, sick time, personal days as well as summer Fridays.

**Salary:** \$50,000

**Application Instructions: NO PHONE CALLS PLEASE. Please submit a resume and cover letter via email to Carly Levine at [clevine@mspnny.org](mailto:clevine@mspnny.org).**

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*My Sisters' Place believes that an effective, broad-based movement for social transformation must be rooted in anti-oppression principles as we work towards a more just and equitable society. People of color, people with disabilities, and members of the LGBTQIA+ Community are encouraged to apply. MSP values you, your growth and your contributions. MSP policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.*