



Development Associate Job Description January – June 2021

ABOUT VOLUNTEER NEW YORK!

Volunteer New York! is a one-stop resource devoted to increasing volunteerism in Westchester and our surrounding communities. Our core mission is to inspire, mobilize, and equip individuals and groups to take positive action to address pressing challenges, support nonprofits and strengthen the quality of life in our community. We believe in volunteerism and community.

For 70 years, Volunteer New York! has evolved to meet the changing needs in our community, creating initiatives in collaboration with the business community, expanding services to engage volunteers of all ages, and expanding its online outreach to make it even easier for people to get connected. Through organized volunteer projects, as well as by connecting individuals to nonprofit organizations, Volunteer New York! helps people take action to strengthen the quality of life in their community.

During the past year alone, Volunteer New York! inspired over 35,000 volunteers in Westchester, Putnam and Rockland counties who contributed over 362,000 hours of service valued in excess of \$11.7 million. Volunteer New York! prides itself on a culture of excellence and was recently recognized, for an 9th year in a row, as a Top Rated Nonprofit.

POSITION SUMMARY

The Development Associate supports Volunteer New York!'s ability to engage our individual donors and sponsors to fulfill our mission. The Development Associate will work alongside the Director of Development in the management and execution of all development related activities, with a specific focus on day-to-day database management and acknowledgments, as well as event support for the Volunteer Spirit Awards in April 2021. The role requires strong communication and organizational skills, attention to detail, and a positive can-do attitude. This is the ideal opportunity for someone who is passionate about volunteerism and wants to grow their experience in event planning and the Salesforce database.

RESPONSIBILITIES

- Support the Director of Development in all aspects of a successful Volunteer Spirit Awards in April 2021, including pre- and post-event planning, entering and tracking donors in Salesforce database, creating thank you letters etc. Attend Steering Committee meetings as schedule allows.
- Manage day-to-day data donation entries into Salesforce database and corresponding donor acknowledgment letters.
- Coordinate with finance department to ensure records are complete and accurate in the Salesforce database and accounting system.
- Assist in communications with individual donors and sponsors.
- Provide support for additional development-related administrative tasks (lists, reports etc.)

QUALIFICATIONS

- Strong organizational skills and attention to detail
- Excellent oral and written communication skills
- Proficiency with Microsoft Office Suite and CRM database entry. Salesforce experience preferred.
- Comfortable engaging with individual donors and sponsors
- Ability to work in a fast paced, collaborative environment to prioritize and meet deadlines
- Personal qualities of integrity, credibility, and a commitment to the mission of Volunteer New York!



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- Willingness to learn and try new things
- Must have a sense of humor
- Experience as a volunteer a plus

Schedule: Part-time 12-15 hours per week, with additional hours leading up to events. January – June 2021, with the possibility to extend.

Compensation: \$20-25 per hour, based on experience

Supervisor: Director of Development

To Apply: Send resume and cover letter to Elisabeth Vieselmeyer, Director of Development, at evieselmeyer@volunteernewyork.org with "Development Associate" in the subject line.

Volunteer New York! is an Equal Opportunity Employer committed to diversity and inclusion.