



**Job Title:** Development & Outreach Assistant (part-time)

**Reports to:** Director of Development and Communications

**Location:** Hybrid (Mount Kisco, NY)

**Rate:** 24-26/hr rate commensurate on experience

**Schedule:** 25 hours a week, Monday-Friday including occasional evening and weekends

### **ABOUT SUSTAINABLE WESTCHESTER**

Since its founding, Sustainable Westchester has helped Westchester communities lead New York on sustainability. Now that New York State is at the forefront of sustainability action nationally, Westchester's leadership, and Sustainable Westchester's role, are more important than ever. Sustainable Westchester is focused on charting Westchester's path to sustainability while creating jobs and reducing environmental injustice.

To continue this critical work, Sustainable Westchester is looking to bring on a Development & Outreach Assistant to support the Development and Communications department on its outreach efforts to the Westchester Community. This part-time role will be essential to representing Sustainable Westchester's programs in the best light to the community, municipalities and potential funders, helping increase its awareness and support among the participants we serve in addition to supporting the cultivation of resources.

They will contribute to the department's growth and stability through work such as research, data analysis, critical thinking, content development, outreach, fundraising & development, administrative and event support. The Development and Outreach Assistant will also be required to attend and/or present at meetings and events in the evening and on weekends.

### **Development**

- Database/recordkeeping: Responsible for keeping accurate records of all prospects, donors, and members in CIVI.
- Fundraising: Provide administrative support for fundraising and special events throughout the year including the Annual Gala, Campaigns and other fundraising events.
- Responsible for tracking and executing the acknowledgment process for all donors and prospects.
- In collaboration with the Operations Director and Development Director, support list management and recording activity management, Contact maintenance and list building key outreach stakeholders to include but not limited to municipal contacts, CAC, Sustainability Committees, special interest groups, partner organizations, et al.



### **Events/Outreach**

- Create and manage program event links / registration in CIVI
- Create and distribute emails: invitations, reminders, thank you
- Prepare tabling kits (supplies for tabling at events)
- Participate in virtual or live outreach activities as necessary
- Develop, deliver, distribute and update program outreach materials
- Proactively schedule (as directed), coordinate and provide direct community outreach, participating in and organizing community events, municipal and civic group meetings and other activities (currently virtual, but expected to be on site at some point)
- Present program updates to elected officials and key community stakeholders in all municipalities (as requested), responding to questions and concerns where appropriate ( for programs or general Sustainable Westchester positioning).
- Foster and maintain relationships with the elected officials and key community stakeholders in participating municipalities, with particular emphasis as dictated by program needs, regularly updating progress to management and responding to questions and concerns from municipalities and their relevant stakeholder committees.
- Develop, deliver, distribute and update program outreach materials.
- Identify, build and maintain grassroots relationships with municipal officials, civic groups, community sustainability groups, Countywide like-minded organizations and volunteers, etc.
- Support outreach planning by maintaining necessary information such as the calendar of municipal meetings and community events where applicable, [sustainablewestchester.org](http://sustainablewestchester.org) website events and outreach listings.

As organizational needs around development and communications grow, other duties will be assigned as needed.

### **Qualifications**

- 2-3 years of development and or outreach experience at a non-profit or similar organization
- Passion for working on clean energy, sustainability, environmental, conservation, environmental justice or climate change related topics
- Ability to work collaboratively with team members to accomplish objectives
- Ability to analyze and synthesize information and data
- Ability and interest in researching and uncovering new insights, especially in clean energy, sustainability, conservation, and climate change as it relates to the assigned department
- Good communication skills, including writing and public speaking
- Experience with Microsoft Word, Excel, PowerPoint, Google Docs and Spreadsheets
- Additional skills: Experience with CRM systems, social media, graphic design programs, video editing softwares and/or metric tracking tools is a plus



- Must have a clean and valid New York state driver license, personal vehicle which is reliable and is fully insured. Proof of insurance required.
- Spanish is a plus!

**HIRING PROCESS AND HOW TO APPLY**

We will review applications on a rolling basis until the position is filled. Please submit a resume and a cover letter in a PDF Format detailing your interest in the position to [hr@sustainablewestchester.org](mailto:hr@sustainablewestchester.org) with "DEVELOPMENT & OUTREACH ASSISTANT – YOUR NAME" in the subject line. No phone calls please.