

Job Description / Announcement

Position: Administrative Associate

Location: 901 N. Broadway, White Plains, NY 10603

STATUS: Full Time/Exempt



of Westchester County

Organization: Girls Inc. Westchester opens opportunities to girls who are too often shut out from them. In a society that systematically undervalues and undermines girls, we ensure that they grow up healthy, educated, and independent. Through our research-based programs, safe spaces, and long-term mentoring relationships, we change the trajectories of girls' lives. At Girls Inc. of Westchester County, girls discover their strengths, build lasting skills, and become leaders in their communities. We also advocate with and for girls, on a local and national scale, advancing policies that expand their rights and promote equality for all. Learn more at www.girlsincwestchester.org.

Position Summary: A key member of the fund development team, the Administrative Associate is responsible for ongoing administrative support in the areas of donor communications, gift management, and event coordination. Focus areas include managing the fundraising database, donor acknowledgements, fundraising communications, annual fund appeals, and donor and organizational events. The Administrative Associate participates in the administration, creation, and implementation of efficient, impactful plans for our nonprofit to meet and exceed our stated development goals. This position is based in the White Plains, NY office and reports to the Director of Development. Opportunities for growth and advancement.

Responsibilities and Functions:

- Support the Director of Development in all aspects of development as needed
- Manage all administrative responsibilities
- Prospect and donor research and profiling
- Assist in creating marketing, development, and solicitation materials and social media posts
- Help in coordinating department reports and needed fundraising efforts
- Manage the fundraising database to effectively process all gifts, pledges, and payments - insuring accuracy of all data and donor information.
- Create with social media postings
- Generate all donor gift acknowledgements and donor tax statements
- Execute queries and prepare mailing lists for department mail and email campaigns
- Provide logistical support for all special events, donor cultivation, and appreciation events
- Support day to day operations in a fast-paced environment with independent judgment and discretion in handling confidential and sensitive material
- Participate in special projects and take on additional tasks as requested

Qualifications:

- 1-3 years of experience in a nonprofit (preferred) or similar philanthropic organization
- Previous exposure to fundraising and development preferred
- Commitment to the nonprofit sector
- Excellent organizational skills - Strong attention to detail
- Experience with data management or transferable skills with a proven track record of success
- Experience creating with social media postings
- Ability to form relationships with a diverse group of people
- Self-starter who is comfortable handling multiple simultaneous assignments in a fast-paced environment
- Strong communication and writing skills
- Excellent research and computing skills
- Strong Excel, Word, & PowerPoint skills
- Strong Canva and Hootsuite skills a plus

Compensation: \$49,000 – \$58,000 per year based on experience

Application Information:

- Please send a cover letter, resume, and salary requirements to info@girlsincwestchester.org
- No phone calls please.

AN EQUAL OPPORTUNITY EMPLOYER