

## Job Description / Announcement

**Position:** Part-Time Development Associate

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

**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—especially girls living in poverty and girls of color—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. Westchester, 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](http://www.girlsincwestchester.org).

**Summary:** A key member of the fund development team, the Development Associate is responsible for ongoing administrative support in the areas of donor communications and gift management, as well as event coordination. Focus areas include managing the fundraising database, donor acknowledgement, fundraising communications, administrative support and annual fund appeals, and donor events.

### Responsibilities:

- Execute queries and prepare mailing lists for Development department mail and email campaigns
- Research potential donors
- Manage the fundraising database to effectively process all gifts, pledges and payments, insuring accuracy of all data, including all donor information.
- Generate all donor gift acknowledgements.
- Generate all tax statements for donors.
- Help plan for and execute logistics for all donor cultivation and appreciation events.
- Provide logistical and communications support for all special events.
- Administer mail and online appeals regularly throughout the year, in collaboration with the Director of Development.
- Participate in special projects and take on additional tasks as requested.

### Qualifications:

- BS/BA Degree
- Two or more years of general experience in non-profit fundraising
- Strong track record of meeting individual performance and organizational goals
- Excellent verbal and written communications skills
- Experience with data management or transferable skills with a proven track record of success
- Excellent customer service skills with the ability to work well with staff at all levels of the organization and have a high level of professionalism
- Ability to work in a collaborative team atmosphere and be willing to work with the objective of achieving team goals.
- Ability to support day to day operations in a fast-paced environment with independent judgment and discretion in handling confidential and sensitive material

### Preferred Qualifications:

- 2 years of Little Green Light and/or Greater Giving Database experience
- Graphic design ability

**Application Information:**

- Part-Time / \$20 per hour / up to 25hrs per week
- Please send cover letter and resume [info@girlsincwestchester.org](mailto:info@girlsincwestchester.org). No phone calls please.

**AN EQUAL OPPORTUNITY EMPLOYER**