

Development Associate**Salary Range: \$40k - \$45k****No Remote Work – Must be able to travel to office Monday through Friday**

Since 1982, Greyston has provided individuals in Southwest Yonkers, NY with employment, training, and resources to lift themselves out of poverty. Greyston's internationally recognized, world-class bakery provides jobs to individuals who often are excluded from the mainstream workforce, and our wraparound community programs help individuals maintain employment and begin ascending the economic ladder. Rather than investing in the exclusion of applicants, Greyston invests in an inclusive model that ensures everyone willing to work has a fair chance to obtain and keep a job, regardless of his or her past. For more information, visit greyston.org.

We are searching for a Development Associate who is responsible for supporting fundraising operations within Greyston Foundation.

Responsibilities:

- Maintain foundation, corporation and individual donor relationships on the database and communicate accordingly, including acknowledgment letters, renewals, organization updates, etc.
- Conduct prospect research for new revenue opportunities, including corporate, foundation and individual donors.
- Assist with production and mailings of fundraising appeals throughout the year.
- Assist with the planning, executing, and managing virtual and in-person events.
- Perform basic administrative duties, such as database maintenance, managing mailing lists, and create monthly fundraising reports.
- Support Development Department with special projects and other duties as needed.

Requirements:

- 2-3 years' experience in an administrative position, preferably in a nonprofit development office.
- A self-starter with the ability to work independently, organizing and prioritizing work with little supervision.
- Excellent verbal and written communications skills.
- Excellent interpersonal skills.
- Proficiency in Microsoft Suite and CRM system, Salesforce preferred.

Skills/Knowledge:

- Displays exceptional time-management and other organizational skills as need for meeting deadlines.

- Demonstrates a professional demeanor whether speaking to others in person, over the phone, via email or through letters.
- Works well alone as well as under direct supervision.
- Commitment to Greyston's core values, mission, and programs with an approach consistent with the foundation's guiding principles, and holding self to the highest ethical standards.
- Strong executional and project management skills with a proven record of meeting deadlines and commitments.
- A sense of humor and a positive attitude.

Greyston is committed to creating equitable employment opportunities for all individuals. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

EEO Statement:

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How to apply:

If your background and qualifications match the Development Associate, and you are passionate about Greyston's social justice mission, we would love to hear from you. Kindly send your resume and cover letter, to jobs@greyston.org.