

# **Ossining Children's Center**

## ***Children Learning. Parents Working. Families Thriving.***

32 State Street - Ossining, NY 10562 - 914-941-0230  
[www.ossiningchildrenscenter.org](http://www.ossiningchildrenscenter.org)

### **Position Available** **Development Assistant** **Ossining Children's Center**

The Ossining Children's Center, a non-profit child care and education organization, is searching for a **Development Assistant**.

#### **Overview**

The Development Assistant is a part-time position supporting OCC's philanthropic revenue generation. The Development Assistant will accurately process donations to ensure timely acknowledgement, tracking and reporting; create donor reports and ensure the accuracy of the donor database. This position is also responsible for administrative support for events. The Development Assistant will assist with other development activities as directed by the Director of Development, and work collaboratively with all staff members.

#### **Responsibilities**

- Process donations (checks, cash, online donations, credit card donations) and prepare acknowledgement letters and other correspondence. Complete deposit slips and prepare checks and cash for deposit in the bank.
- Manage all pledge payment reminders, and report on outstanding pledge payments.
- Prepare and produce general and donor reports, summaries; general and confidential correspondence as directed. Continually update and maintain database records.
- Do monthly reconciliation of deposits and credit card receipts with the bookkeeper.
- Assist with the Board, committee, sub-committee meetings, fundraising events and special projects.
- Support the submission of grant proposals and grant reports.
- Provide administrative support to the Executive Director, Director of Development, the Main Office, Director of Annual Fund and Major Gifts, and Development Associate.
- Other duties as assigned by the Development Director and Executive Director.

#### **Skills and Experience**

- Minimum 2 years of experience in an administrative position, preferably in a nonprofit development office.
- Associate degree or higher required.
- Experience with a donor or CRM database required (Donor Perfect preferred)

- Proficiency in computer skills (Microsoft Word, Excel, PowerPoint), experience with desktop publishing a plus.
- Ability to express ideas verbally and in writing
- Strong proofreading and editing skills.
- Excellent interpersonal skills.
- Detail oriented with ability to multi-task and juggle multiple priorities and projects.
- Strong organizational, planning, and recordkeeping skills.

### **Work Habits**

- Understands OCC's mission and has the desire to promote it
- Self-driven and able to work effectively with minimal supervision
- Demonstrates organizational and follow through skills
- Exhibits excellent time management and attention to detail
- Communicates effectively with people of diverse backgrounds and income levels
- Provides and receives feedback constructively
- Available and willing to work non-traditional hours, including evenings and weekends

**Salary:** \$15 - \$18/hour depending on experience.

**To apply,** please forward a cover letter and current resume, including contact information for three references and an explanation of your relationship with each reference, to --

[info@ossiningchildrenscenter.org](mailto:info@ossiningchildrenscenter.org).

Please put "Development Assistant Job" in the subject line.