

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Development Associate – Communication, Events and Donor Records
Department: Development
Reports to: Director of Development and Communication
Hours: Full-Time, including some weekends.

Position Summary:

The Development Associate works closely with the development team, as well as program staff, to raise the private funding necessary to maintain essential community services and invest in new programming, and to ensure that Union Settlement is communicating effectively and compellingly about its achievements and offerings.

The Development Associate is responsible for agency communication including writing annual reports, press releases, newsletters, email updates and website content. Additionally, the Development Associate will play a leading role in organizing and managing the agency's two main fundraising events, a Spring Gala and Fall Reception, and assisting the development team in general fundraising, cultivation events, and outreach tasks. The Development Associate also oversees and manages the agency's donor database.

Responsibilities:

- Write, edit and coordinate annual reports, newsletters, online content and appeals, and acknowledgments for a range of audiences including donors, community members and potential supporters.
- Report on Union Settlement's success stories and cover a wide range of agency events.
- Update and maintain the Union Settlement website and social media to communicate with community, colleagues and donor audiences.
- Assist with media relations, draft pitches and other media materials, assist with media inquiries and visits, and monitor media coverage. Work with public relations consultants to ensure strong communication and media coverage of Union Settlement's work and leadership.
- Collaborate on design and production of print and online materials.
- Coordinate communication, media, and marketing projects to promote and advance the work of Union Settlement. Assist and manage visual communication including photography, photo editing, video and graphic design. Maintain and strategically expand social media.

- Oversee and manage the Salesforce donor database including: maintaining quality control; developing reports to track donor and gift information and proposal status; and creating reports for the development team and the Board of Directors.
- Conduct research to identify potential donors for wealth screenings, prepare prospect reports, track major donor cultivation and create reports from Salesforce and donor research databases.
- Manage silent auction for annual gala, soliciting items, coordinating board members' solicitations, designing presentation and managing day-of-event.
- Coordinate and staff fundraising and other events, including but not limited to annual spring gala and fall reception.
- Special projects and duties as assigned by supervisor.

Qualifications:

- Bachelor's Degree and two or more years of demonstrated experience in development or a related field; Master's Degree in related field a plus.
- Outstanding writing and editing skills. This includes the ability to persuasively convey program results through donor communications.
- Excellent computer skills; Microsoft Word, Excel and donor database experience essential. Knowledge of Salesforce, Research Point, HTML and Adobe Creative Suite preferred.
- Excellent organizational and interpersonal skills.
- Knowledgeable about the role of electronic communication in fundraising and marketing.
- A dedicated work ethic, diligence, and readiness to be a hands-on team member with a keen eye for detail.
- Overall flexibility and ability to work under pressure and manage many deadlines.
- Familiarity with social service and youth development programs.
- A strong desire to help improve the lives of the residents of the East Harlem community.
- A sense of humor.

To Apply:

Please send Cover Letter, Resume, Writing Samples, References, and Salary Requirements to: jobs@unionsettlement.org

Please indicate Development Associate in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER