

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

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](http://www.unionsettlement.org).

**Position:** Development Associate – Donor and Volunteer Relations

**Department:** Development

**Reports to:** Director of Development and Communication

**Hours:** Full-Time, including some weekends

### **Position Summary:**

The Development Associate plays a key role in two areas – donor stewardship and volunteer management – and will be responsible for a variety of tasks related to individual giving, including strengthening relationships with current and prospective donors, researching ways to bring in additional funds and maintaining the donor database. The Development Associate will also oversee the recruitment, screening, orientation, and placement of volunteers throughout the agency, as well as coordinate large projects for groups of corporate volunteers. The Development Associate works closely with the development team and program staff to raise the private funding necessary to maintain essential community services and invest in new programming, as well as to place qualified, enthusiastic volunteers throughout our broad range of programs.

### **Responsibilities:**

- Recruit, orient, and manage volunteers, and report on their contributions to the agency.
- Manage and expand relationships with corporate partners by creating volunteer events and activities.
- Manage garden as a venue for volunteer activities and also to highlight the work of the agency
- Assist with planning, staffing and managing fundraising events as well as sponsorship outreach and volunteer management at special events.
- Provide overall support for fundraising initiatives such as the annual appeal and special events, including donor correspondence and donor calls.
- Tracking donor results and trends using the donor database, modifying development reports, tracking, filing and entering data to ensure accuracy in follow-up and reporting of fundraising outcomes.
- Draft and edit letters, articles, and other collateral for various campaigns.
- Conduct research to find funding opportunities and potential donors. Collaborate with development team members and agency program staff to maintain grants and donations for general support and support of programs.

- Coordinate donor communications including sponsorship solicitations, event invitations and any other correspondence, working with other Development staff to ensure quality, accuracy, and timely execution. Conduct follow up on correspondence.
- Additional duties as assigned by Director of Development and Communication.

**Qualifications:**

- Bachelor's Degree and two years of demonstrated experience in a related position;
- Excellent computer skills; Microsoft Word and Excel experience essential; web or graphic design experience (Adobe suite, video editing) helpful.
- Experience with Salesforce or other donor database preferred.
- Excellent organizational ability and interpersonal skills.
- 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 meet many deadlines.
- Familiarity with social service 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, Salary Requirements, Writing Samples, and References to: [jobs@unionsettlement.org](mailto: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**