

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 - Grants
Department: Development
Reports to: Associate Director for Grants and Contracts
Hours: Full-Time, including some weekends

Position Summary:

The Development Associate is responsible for writing proposals and grant reports, researching foundations and other potential funding opportunities and ways to bring in addition funding, and contributing to newsletters, email updates and other agency communication materials. 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.

Responsibilities:

- Write proposals and reports for a range of audiences including foundations, corporations, government agencies, and individual donors.
- Work with agency staff to secure and maintain grants for general and program support.
- Conduct research to find funding opportunities and potential donors.
- Assist with fundraising events.
- Write articles and photograph events for the newsletter, website, and e-bulletin.
- Special projects and duties as assigned by supervisor.

Qualifications:

- Bachelor's Degree in relevant field. Master's Degree in related field a plus.
- Minimum 2 years of experience in fundraising, development and/or grant writing preferred, with a demonstrated ability to persuasively convey program results in written materials.
- Strong writing and editing skills.
- Excellent organizational ability and interpersonal skills.
- Excellent communication skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- A dedicated work ethic, diligence, and readiness to be a hands-on team member with a keen eye for detail.

- Familiarity with social service programs and a strong desire to help improve the lives of the residents of the local East Harlem community.
- Excellent computer skills; Microsoft Word and Excel experience essential; knowledge of donor databases preferred; photo editing and/or graphic design a plus.
- A sense of humor.

To Apply:

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

Please indicate Development Associate - Grants in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER