



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.

Position: Development Associate for Database Management and Volunteer Programs

Department: Development

Reports to: Director of Development and Communications

Hours: Full-Time, including occasional evenings

FLSA: Non-Exempt

Position Summary:

Union Settlement seeks a Development Associate who will have two primary functions. He/she will support and oversee recruitment and scheduling of volunteers as well as serve as the primary administrator for the donor database, Salesforce.

Specific responsibilities are as follows:

Database Supervision:

- Serves as primary administrator for Salesforce.
- Enters all donations and gifts.
- Generates development reports.
- Performs basic administration and configuration, creating custom objects and workflows when required.
- Ensures accuracy of data and troubleshoots problems as necessary
- Migrates data into system.
- Interacts with Finance Department and reconciles reports each month.
- Drafts and edits thank you letters to donors and ensures that donors are thanked quickly and in a meaningful manner.
- Assists with special data clean-up projects, reporting, and analytics as needed.
- Assists with mailings as needed.
- Manage guest lists for special events.
- Other related duties as required.

Volunteer Programs

- 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.
- Track volunteers using the database as well as file and enter data to ensure accuracy in volunteer numbers and reporting of volunteer engagement.
- Manage the Associate Board and review new member applications, draft meeting agendas, support Associate Board events and track members' annual fundraising.
- Lead Union Settlement's charity team for the TCS New York City Marathon.
- Design and produce online materials related to volunteers, the Associate Board and charity marathon team.
- Manage and lead the collection of toys for annual toy drive from volunteers.
- Help manage annual turkey drive.

Qualifications:

- 1+ year of Salesforce administration **required.**
- 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 volunteer management 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.

Salary Range: \$40,000 - \$50,000

To Apply: Please send Cover Letter, Salary Requirements and Resume to: spuder@unionsettlement.org. Please indicate Development Associate in the subject of e-mail. Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER