

# 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 – Grant Writing and Donor Relations

**Department:** Development

**Reports to:** Director and Government Grants and Contracts, and Director of Development and Communications

**Hours:** Full-Time, including occasional evening events

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

**FLSA:** Non-Exempt

### Position Summary:

The Development Associate will provide general support to Union Settlement's Development and Communications department. This department is responsible for individual and institutional giving, proposal and report writing, event planning and execution, and donor and marketing communications. The Development Associate will work closely with the development team in two main areas: (1) researching institutional donors, gathering information on program design and performance and writing compelling funding proposals and reports, and (2) conducting research on potential individual donors, personally engaging with donors and cultivating contributions. The Associate will collaborate with program staff across the agency to secure the funding necessary to maintain essential community services and invest in new programming. He/she must be able to create written materials and foster donor relationships that effectively communicate with Union Settlement stakeholders—including donors, staff, supporters and community members—in order to promote the wide range of vital community services that we provide.

### Responsibilities:

- Write compelling 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.
- Work with Development team members to develop and implement systems to more efficiently store and retrieve language and statistics that are relevant to our community and our programs.
- Conduct research to find new funding opportunities and potential donors.

- In collaboration with the Director of Development and Communications, help identify, solicit and cultivate donors at all levels.
- Assist the Director of Development with the creation and content of annual appeals and outreach to donors.
- Assist with fundraising events, as needed.
- Special projects and duties as assigned by supervisor.

**Qualifications:**

- Bachelor's Degree in relevant field. Master's Degree a plus.
- One to three years of experience in grant writing and/or development, with a demonstrated ability to persuasively convey program results in written materials.
- Superior 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.
- The ability to work independently and to navigate complex tasks in a fast-paced environment.
- A dedicated work ethic, diligence, resourcefulness, 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, 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: [developmentcareers@unionsettlement.org](mailto:developmentcareers@unionsettlement.org).

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

Submissions without salary requirements will not be considered.

**UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER**