



**Job Title:** Development Associate-Communications  
**Job Classification:** Regular/Full time/Flexible/Non-Exempt  
**Department:** Development & External Affairs Department  
**Position Reports To:** Director of Development

### **Organization Mission:**

My Sisters' Place (MSP) is a not-for-profit 501(c)(3) organization that has been providing support to victims of domestic violence and human trafficking throughout Westchester County, NY since 1978. MSP has evolved from a small, grassroots organization into a holistic agency touching the lives of more than 15,000 individuals each year. We provide a continuum of free services including: a 24-hour hotline, emergency residential shelter, adult counseling, legal services, children's services, and an extensive community education and training outreach program.

My Sisters' Place seeks a Development Associate-Communications who will work closely with the Chief Development Officer, the Director of Development, as well as all staff to support organizational and departmental goals around advocacy, philanthropy, resource development and awareness campaigns.

The main responsibilities include but are not limited to:

### **Communications Oversight:**

- Strategize and implement agency external communications, including general news and special events
- Update and maintain all social media platforms as well as the agency website
- Monitor media coverage of issues relevant to MSP; maintain archive and share with the community when appropriate
- Write and send monthly e-newsletters
- Maintain press relations including but not limited to press releases, media alerts, and statements
- Help promote MSP special events through social media and community calendars
- Maintain MSP blog
- Research new methods of outreach for the agency; make and maintain media relationships

### **Community Engagement:**

- Represent MSP at community events around Westchester (*occasional weekend and evening hours and access to a car are required*)
- Work in conjunction with Development Associate-Administration and other staff to manage and support the in-kind donation program
- Manage the Team MSP initiative, including researching opportunities and supporting community participants
- Develop and maintain strong and supportive partnerships with neighboring non-profit agencies and community members

### **General Department Support:**

- Support our philosophy and [guiding principles](#)
- Work with the Development team to envision special events and strategies for implementation, including fundraising, awareness, and internal agency events; Provide assistance with event administration as needed
- Provide additional logistical, administrative and special project support as needed on agency-wide and cross-department activity
- Participate in agency-wide committee work as needed

### **Requirements:**

- Bachelor's degree
- Superb interpersonal, speaking, and writing skills, and ability to apply these skills in diverse situations
- Ability to help physically manage the picking up, delivery and storage of in-kind donations and event set-ups and clean-ups
- High-level of competency with Microsoft Office Suite, Adobe Creative Suite, Wordpress, and web-based data management and research preferred
- Experience in a nonprofit setting
- Ability to be flexible and work as part of a team as well as independently
- Strong time-management skills and demonstrated ability to multi-task
- Able to travel throughout the County to meetings and events
- Bi-lingual English/Spanish preferred

**Salary:** commensurate with experience

**Application Instructions:** NO PHONE CALLS PLEASE. Please submit a cover letter, resume, salary requirements, and a writing sample via email to Carly Levine at [clevine@mspny.org](mailto:clevine@mspny.org)

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**MSP values you, your growth and your contributions. My Sisters' Place believes that an effective, broad-based movement for social transformation must be rooted in anti-oppression principles as we work towards a more just and equitable society. People of color, people with disabilities, and members of the LGBTQIA+ Community are encouraged to apply. MSP values you, your growth and your contributions. MSP policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.**