



**Development Associate
Student Advocacy, Inc.**

Role: has responsibility for components of fundraising and development activities including donor and public relations, direct mail appeals, social media, special events, grant writing and contract management, and donor database management. This full-time position requires a candidate with strong computer skills and strong written and verbal communication skills. Experience in fundraising and development preferred. The Development Associate reports directly to the Executive Director and Development Director and may be assigned other duties as needed. Major areas of responsibility are as follows:

Support Donor Relations/Cultivation Process and respond to donations, prepare acknowledgment letters and other correspondence.

Recordkeeping/Analysis Maintain accurate database records of contributors and stakeholders. Analyze database and create regular fundraising and other reports. Experience with Bloomerang donor database a plus.

Update Website Manage updates to content ensuring timely, accurate, and appealing display of information that promotes strong visitor return rate.

Support Donor Communication Manage social media content. Assist with annual reports and public relations materials. Assist with editing, layout and proofreading. Coordinate preparation and distribution of fundraising letters and mailings.

Event Support Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events. Manage related website page. Work with volunteers.

Grant Support Maintain calendar of all grant deadlines and reports. Research issues for grant development. Assist in new project development and grant applications. Process new grants, setup reporting procedures, analyze progress and write reports to funders. Grant writing experience is not necessary but interest in learning is critical.

Administrative Support Able to support a busy and growing development program with the ability to schedule meetings, assist Development Director and Executive Director on administrative tasks

Skills and Qualification The ideal candidate should be:

- a. passionate about our mission and committed to non-profit service
- b. excellent customer service skills; ability to interact professionally and strategically with board members and donors
- c. experienced in fundraising and development activities
- d. technologically fluent in PC environment especially in WordPress, donor management software (Bloomerang), Social Media Platforms, Excel, Word (mail merge functions)
- e. able to balance fast-paced deadlines with detail-oriented precision
- f. an excellent writer who can organize material, communicate persuasively and proofread
- g. can both work independently and be an effective member of a team,
- h. strong interpersonal skills, assertive and proactive, and
- i. have a four-year college degree or equivalent experience in nonprofit profession

Technical skills are required. Experience with development preferred.

Student Advocacy
3 West Main Street, Suite 212
Elmsford, NY 10523
Office: 914.347.7039 Fax: 914.347.6382
www.StudentAdvocacy.net



Flex-time schedule, generous vacation benefits and a basic benefit package.

How to Apply

To apply please send a thoughtful cover letter, curriculum vitae, and the contact information for three references to:

Lisa Syron, Executive Director at: lsyron@studentadvocacy.net and

Adrienne Vogel, Director of Philanthropy at: avogel@studentadvocacy.net

Kindly note that applications without a cover letter will not be considered. No phone calls please.

Salary Range \$29,000 - \$31,000

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