



Position Description: ASSOCIATE, STRATEGIC PARTNERSHIPS

Yonkers Partners in Education (YPIE) is a nonprofit organization located in Yonkers, NY that partners with students to ensure they are ready for, enroll in, and complete college. We confront the challenges of a low-income, urban school district by providing families with equitable access to the critical tools and services necessary for college success.

Job Mission: The Associate, Strategic Partnerships, reporting to the Senior Director, Strategic Partnerships, is the point person for donor management and supports other fundraising and communications activities. Specific responsibilities include:

Donor Management:

- Maintain and update YPIE’s donor management system, DonorPerfect and YPIE’s email communications system, Constant Contact.
- Implement a system to process and record all incoming mail and online contributions within 24 hours of receipt. Notify staff about gifts so personal phone calls can be made as needed.
- Prepare donor contribution acknowledgments (letters and emails) to be signed and sent to donors within one week of the gift receipt.
- Prepare weekly donation reports for senior staff so that thank you phone calls and notes can be sent in a timely fashion
- Call and thank assigned donors for gifts

Fundraising

- Working closely with Director, Strategic Partnerships, assist in writing grant proposals and reports
- Assist in the creation of mail and online fundraising solicitations
- Maintain a database for grant proposal and reporting deadlines
- Conduct prospect research on corporate and foundation prospects
- Support the Strategic Partnerships Team in the preparation for and execution of YPIE external events, including the Annual Fundraising Gala, volunteer gatherings and other events.

Communications Management: Working closely with Director, Communications, support YPIE marketing and communications, including:

- Website: add and edit content, including news posts, job opportunities, and team updates
- E-mail Marketing: Maintain lists of contacts on Constant Contact; synchronize with Donor Perfect; help with sending YPIE emails to our community
- Graphic Design: assist in creating digital assets and imagery for YPIE (using InDesign or other similar graphics tools)
- Digital Marketing: assist with other forms of digital marketing, including social media, photography, etc.

Qualifications

- Strong writing, communications, and organizational skills
- Attention to detail
- Experience with Google platform, internet searches and research, social media
- Capable of quickly learning new software - DonorPerfect, Constant Contact, Asana, etc...
- Mission-driven and excited to work with a diverse population of high school students
- Flexibility to work some evening and weekend hours
- Recent graduates with requisite skills encouraged to apply

To Apply

Email Cover letter, resume and writing sample to Ellen Cutler Levy, Senior Director, Strategic Partnerships, ecutler@ypie.org