



New York City Anti-Violence Project
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JOB ANNOUNCEMENT – DEVELOPMENT ASSISTANT

The New York City Anti-Violence Project (AVP) is excited to welcome a new member to our team! We're looking for a tenacious and enterprising team member who is excited to learn development skills and support our mission. You will serve as a member of a four-person development department, working together to increase donations annually by at least 10%. We'll invite you to join a highly collaborative team consisting of the Director of Development, Development Partnerships Manager and Development Operations Manager.

AVP empowers lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected communities and allies to end all forms of violence through organizing and education and supports survivors through counseling and advocacy. We were one of the first LGBTQ anti-violence organizations in the country and are a national leader in the anti-violence movement.

As the Development Assistant, you will bolster the capacity of the department, with a focus on administrative support and operational capacity. Our goal is to help you grow as a development professional still learning the basics of the field. You will consistently be given tasks to assist colleagues in cultivating relationships with corporations, individuals, foundations, and government funders. That means you'll have your finger on the pulse of our existing donor relationships and work while thinking about helping our portfolios grow.

What you'll do:

- Manage the departmental calendar, ensuring up to date information on reporting deadlines and continuous contact with donors on a schedule based on a moves management style approach.
- Track donor gifts, meeting notes and other details in database.
- With the rest of the team, identify new and likely donor prospects, complete research profiles using general search methods and paid software.
- Send custom "Thank You" notes and receipts to donors.
- Organize the notes and to-dos of the department, integrating them into the database.
- Take notes and manage follow-up after meetings, ensuring that each team member is clear on the next steps.
- Use Raiser's Edge and MailChimp as databases and tools for communications.
- Support planning and managing of fundraising and cultivation events.
- Generate and delegate weekly and monthly donation reports to the Finance department.
- Create mailing lists for events and fundraising appeals.
- Accurately upload donor info into Raiser's Edge on a daily basis.

Applicants should be:

- *A Driven Professional:* you're equipped with 1-4 years of experience in any relevant setting supporting a team, and ready to grow having worked in supporting a small and focused team in any setting. You are committed to a career with impact;
- *A Skill Builder:* you are genuinely curious about development and fundraising, the systems and methodology behind working with donors. You like learning and are ready to grow;
- *A Team Player:* you are skilled at keeping yourself on track, supporting others and seeking support;
- *Persistent and Optimistic:* you are intrinsically motivated and undaunted by ambitious goals. You have the creativity and tenacity to find your way around a "no" answer to a more productive "not right now," "maybe," or best yet, "yes;"

- *A Conscientious Communicator:* you are excited to work with a team and develop systems to reach goals together through efficient communication. You are skilled at writing emails and messages with a clear goal;
- *Bonus if you are:* familiar with the NYC LGBTQ landscape and/or familiar with Raiser's Edge or iWave.

This position offers the opportunity to work in an organization that:

- Approaches our work from anti-oppressive and trauma-informed principles, internally and externally, recognizing we always have room to grow;
- Values collaboration and creativity in our passionate team;
- Centers the work on those most impacted by violence, working to find community based, and community-led solutions;
- Is committed to providing strong supervisory support and professional development opportunities.

This is an at-will, non-exempt position with a salary range of \$50,000 - \$52,000. Applicants who use more than one language at work are eligible to receive a \$1,000 salary enhancement in addition to their base salary. Hours are generally 10am – 6pm, Monday through Friday. This position is based in the AVP office in Manhattan and will require a hybrid of both remote and in-person work during 2023.

Good benefits and working environment. Benefits include, but are not limited to, paid time off amounting to over 5 weeks in first year of employment plus generous sick time, medical, dental, vision, life, and disability insurance, 403(b) retirement investment plan (employee contribution only), flexible spending accounts for medical and transit costs, pooled sick leave, paid family leave, and flexible/remote work options.

Interested applicants can upload their resume and cover letter as a single PDF to <https://bit.ly/avpishiring> by January 16, 2023. After January 16, we will continue to review applications on a rolling basis as long as the position remains open.

No phone calls, please. Candidates will be notified if we are seeking an interview; because of the high volume of responses, it will not be possible to respond to all inquiries. Interviews will be scheduled on a rolling basis.

AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. There is no minimum education requirement for this position.