

**THE ARCHDIOCESE OF NEW YORK**  
**Inner-City Scholarship Fund**

**Development Associate**

**Primary Responsibility:** The Development Associate will play an integral role in supporting Inner-City Scholarship Fund (Inner-City) activities, which include working on donor management, solicitations, and donor correspondence.

**Direct Supervisor:** Senior Manager of Individual Giving

**Responsibilities:**

- Assist in preparing donor acknowledgment letters, ensuring timely execution, and upholding donor stewardship procedures
- Participate in donor tracking, cultivation, and solicitations. and stewardship efforts, including prospect research data collection, and recording
- Support the Executive Director, Director of Development, Senior Manager of Individual Giving, and all Development staff with administrative tasks, preparing internal and external documents, adding and updating information in databases, and other tasks as needed
- Assist with phone coverage, e-mails, and scheduling of school and donor visits
- Help with special projects and events, as needed

**Performance Standards:**

- Ensure that all donor-related situations are handled in a timely manner and with discretion
- Represent Inner-City in a professional and positive manner
- Effectively multi-task, establish priorities, and work in a fast-paced environment
- Be a team player who seeks out opportunities to advance the organization
- Manage workflow and prioritize effectively

**Position Requirements:**

- Bachelor's degree
- Excellent writing and communication skills – Copyediting skills preferred
- Proficient in Microsoft Word and Excel, Raiser's Edge, and PowerPoint a plus
- Highly efficient in time management and can meet deadlines under pressure
- Detail-oriented and strong organizational skills
- Experience in a professional office environment
- Familiarity with web research

**Personal Characteristics:**

- Creative writer and the desire to work in a non-profit space
- Articulate, highly motivated self-starter with strong inter-personal skills
- Ability to relate effectively with upper management, peers, donors, and others
- Strong time management skills

**Additional Information:**

- Professional development and training opportunities available
- This position is considered non-exempt and eligible for overtime

**Salary:**

\$30.22hrly - \$32.97hrly