



239 West 49th Str.
New York, NY 10019
212-581-2910

Job Title: Development Associate

Supervisor: Senior Director of Development & Communications

Job Status: Full Time

Job Hours: 35-hours per week

Location: Midtown Manhattan

Compensation: Commensurate with experience

About Encore: For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities, so that they may live with dignity and decency in a safe and caring environment. Encore provides a comprehensive array of programs for older New Yorkers including supportive and affordable housing, home delivered and sit down meals, case assistance, education, recreation, and friendly visiting. The organization takes a “no wrong door approach” to ensure Seniors are able to access all of their neighborhood and other entitled resources so they may age in place comfortably for as long as possible. Encore is at an exciting inflection point in its development. The organization is working to build off of a rich history to deepen its services and scale the work of *giving back* to seniors. Encore is keenly aware that the demographics of Older New Yorkers is rapidly evolving. Therefore, Encore must also evolve to ensure the health, mental health, and economic stability of New York’s diverse and vibrant senior community.

About Position: To meet the ambitious mission and programmatic objectives of Encore Community Services growth and upcoming strategic plan, the Development Department drives and stewards the organization’s relationships with its funders. This small, but mighty, team works to secure foundation grants, corporate sponsorships, and individual giving to support Encore’s robust programs and service. The Development Associate will be responsible for effectively managing a growing annual giving program and the accompanying database of donors. The associate will execute gift data entry and acknowledgements, multiple direct mail and e-appeals, social media campaigns, reporting and analysis, list management, assist in donor and grant prospecting, grant writing, website updates and marketing materials writing and production.

Job Responsibilities:

- Carry out daily office tasks including data entry, donation processing, donor management, preparing and mailing thank you letters to donors, pulling reports on DonorPerfect, etc.;
- Assist with planning, writing and executing of fundraising appeals such as quarterly appeals, holiday appeals, Giving Tuesday, etc.;
- Donor Prospecting;
- Provide Marketing/Social Media support for Encore’s agency-wide programs/events;
- Assist with producing e-newsletters, annual reports and calendars; assist with producing bi-seasonal newsletter;
- Update marketing collateral/PDFs using Adobe Acrobat or other graphic softwares;
- File documents on internal drive (i.e. photos, press clips & releases, event copy & graphics);
- Assemble media kits for meetings, print meeting documents, take notes;
- Conduct research to support the Development team, including grant prospecting;
- Maintain Grants Calendar;
- Assist in grant writing and preparation of source materials;

- Assist with planning and executing special events and projects, maintain RSVP lists, budget recap of expenses for events;
- Attend special events and take photos as needed for social media, newsletters, etc.;
- Liaise with Finance to ensure systematic recording & reconciliation.

Qualifications and Skills

- Associate's or Bachelor's level (degree-holding/currently enrolled or equivalent in experience);
- Proficient in Microsoft Office (Word, Excel, Publisher, PowerPoint) and Adobe;
- Proficient with DonorPerfect or other donor/customer database management software;
- Experience with prospecting software such as Donor Search;
- Proficiency with social media platforms;
- Familiarity with updating website platforms a plus;
- Excellent writing, communication, organizational, and time-management skills;
- Detail-oriented (have an eagle eye for typos);
- Interest in working in the nonprofit sector or aging services a plus;
- Must be a team player, be flexible, and take initiative;
- Will be required to work on-site two days a week at the Development Office and work remotely the remaining days due to the pandemic.

Strongly Preferred Qualifications

- Experience in DonorPerfect
- Writing (grant, appeals, newsletters, press releases)
- 1-2 years work experience in a fundraising environment

How to apply: Email **Resume, Cover Letter with Salary Requirements and Writing Sample** to jobs@encorenyc.org In the subject line, please indicate "Development Associate"

Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.