



239 West 49<sup>th</sup> Str.  
New York, NY 10019  
212-581-2910

**Job Title:** Development Associate

**Supervisor:** Senior Director of Development & Communications

**Job Status:** Full Time, Exempt

**Job Hours:** 35 hours per week

**Location:** Hybrid schedule 3-4 days in office (Midtown Manhattan) and 1-2 days at home

**Compensation:** \$50,000-\$60,000

**About Encore:** Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older New Yorkers in New York's City.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers, but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

**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 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 software;
- 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
- Volunteer engagement, orientation and support;

- 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;
- Strongly Preferred - proficient with DonorPerfect or other donor/customer database management software or a quick learner;
- Experience with prospecting software such as Donor Search or Wealth Engine;
- 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;
- Be willing to work on-site at Development Office located in midtown Manhattan (Ninth and 49<sup>th</sup>), three or four times a week.

### **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** and **Cover Letter with Salary requirements** to [jobs@encorenyc.org](mailto:jobs@encorenyc.org)  
In the subject line, please indicate "Development Associate"

**All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.**

*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.*