

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Development Assistant  
**Department:** Development  
**Reports to:** Director of Development and Communication  
**Hours:** Part-Time, 10-15 hours per week

### **Position Summary:**

The Development Assistant plays a key role in donor stewardship and donor records, and will be responsible for a variety of tasks related to individual and foundation giving relationships. The Assistant will prepare acknowledgement letters, enter gifts into our Salesforce Donor Database, and prepare appeal letters and sponsorship solicitation mailings for special events.

### **Responsibilities:**

- Provide overall support for fundraising initiatives such as the annual appeal and special events, including preparing donor acknowledgment letters, receipts, other donor correspondence and donor calls.
- Maintain the donor database, including entering new donors and gifts, generating and modifying development reports, tracking, filing and entering data to ensure accuracy in follow-up and reporting of fundraising outcomes.
- Draft and edit letters, articles, and other collateral for various campaigns, including creating mail merges.
- Provide administrative support for the Development department and Administration, including preparing press packets, scanning, filing, and preparing items for mailing.
- Additional duties as assigned by Director of Development and Communication.

### **Qualifications:**

- Bachelor's Degree and two years of demonstrated experience in a related position.
- Excellent computer skills. Microsoft Word and Excel experience essential.
- Experience with Salesforce or other database preferred.
- Excellent organizational ability and interpersonal skills.
- A dedicated work ethic, diligence, and readiness to be a hands-on team member with a keen eye for detail.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Familiarity with social service programs.

- A strong desire to help improve the lives of the residents of the East Harlem community.
- A sense of humor.

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, and References to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Development Assistant in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**