



New York, NY
Development Associate

PENCIL is seeking a highly motivated, enthusiastic, and results-oriented individual to serve as a full-time Development Associate to support our comprehensive fundraising, cultivation, and special project efforts with a focus on development operations and administrative support to the Development team.

THE ORGANIZATION

In 1995, PENCIL launched Principal for a Day®, an annual event designed to raise awareness about public education by having civic and business leaders serve as visiting principals in New York City schools. Twenty years later, PENCIL continues to connect expertise from the business community to build public school capacity and put students on the path to college and career success.

Business leaders in PENCIL's network can deepen their impact by engaging in two core programs:

- The PENCIL School Partnership Program creates and supports partnerships between business and school leaders that leverage their collective energies to foster strong school leaders and prepare students for college and career success. PENCIL serves as a critical liaison in these partnerships, helping to recruit and match businesses with schools and providing hands-on support in the design, implementation, and evaluation of partnership activities.
- The PENCIL Internship Program is a competitive career readiness program for NYC high school juniors and seniors, as well as college students. PENCIL trains and places talented, high need students in internships in businesses throughout the city in order to provide deserving students with critical workplace experiences and skills. PENCIL provides training to both students and business volunteers to make sure that students can get the most from their internships. PENCIL is a provider for the NYC Department of Youth and Community Development's Ladders for Leaders program.

POSITION OVERVIEW

The primary role of the position is to manage core development operations including gift processing, donor receipts/acknowledgements, supporting operational best practices, and maintaining the integrity of donor and income financial records. The Development Associate will report to the Associate Director, Institutional Advancement and will be an integral member of the Development and External Relations team. In addition to administrative tasks, the Development Associate will have involvement in team development planning, strategic priorities, and donor research and stewardship. This person will be a critical partner in the implementation of the fundraising plan each year.

RESPONSIBILITIES AND QUALIFICATIONS

The Development Associate will:

- Manage all gifts processing, which includes entry into the database of record, credit card processing, and provision of timely acknowledgements/tax receipts to each donor
- Provide standard daily and weekly donation and moves management reports to the team
- Perform day-to-day updates to the organization's database, ensuring data integrity and accuracy
- Create customized database reports and financial reconciliation documents for the team, as needed, as well as analysis of donation trends
- Conduct proactive and reactive research on current donors and prospects, and provide research profiles to members of the team
- Support preparation for prospect meetings, including the creation of briefing packages

- Support the preparation of program reports
- Assist with the execution of Direct Response appeals and follow-up
- Assist with the planning and development of our annual benefit and other fundraising events
- Answer queries from prospects, supporters, and partners, and direct calls to other team members as needed
- Prepare, submit, and track paperwork to pay vendor invoices for the Development and External Relations team
- Provide support as needed during the high season of the organization's internship program
- Support other activities as designated by the Associate Director of Institutional Advancement

Successful candidates will possess:

- A passion for improving the quality of education in NYC public schools
- A strong creative generalist who employs a proactive, solution-oriented approach
- Ability to work quickly, multi-task, and stay calm under pressure
- Acute attention to detail and the ability to prioritize and work autonomously
- Ability to organize and maintain lists, such as for prospecting and mailing appeals
- Excellent donor-centric verbal and written communication skills
- Special Event planning and execution experience preferred
- An understanding that occasional evening and weekend work is required to ensure success
- Demonstrated organizational and project management skills, including the ability to problem solve and manage multiple projects concurrently
- Proficiency in MS Office applications required (Word, Excel, PowerPoint, Outlook)
- Experience with a donor database (such as Salesforce or The Raiser's Edge) is required; proficiency with Salesforce and QuickBooks is strongly preferred
- Ability to gather, analyze, and summarize information including numerical and financial data
- Ability to exercise diplomacy and good judgment, including handling confidential financial and personal information with discretion and sensitivity
- A commitment to professionalism and collegiality, including the ability to receive feedback and take action when appropriate
- Commitment to PENCIL's mission and a deep understanding of how our fundraising goals have a direct correlation to the quality and availability of our services

Qualifications and Experience:

- 2+ years of development experience, event management and/or external affairs/ communications preferred
- Experience working as a high performing, individual contributor within a team-based structure
- Bachelor's degree or combination of education and experience in a similar capacity

COMPENSATION

Compensation will be commensurate with experience and qualifications. Benefits include a generous health insurance plan, a retirement plan, as well as vacation and sick leave policies.

TO APPLY

Please email your resume and a detailed cover letter describing your interest in and qualifications for the position with the subject line "Development Associate" to opportunities@pencil.org. Applications will be considered on a rolling basis, so it is in candidates' best interest to apply as soon as possible. No phone, email, mail, or fax inquiries will receive a response.

PENCIL is strongly committed to the principle of equal opportunity for all individuals. PENCIL will make all employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law.