Growth Associate

November 2026

In 1995, PENCIL was founded with the goal of raising awareness about public education by inviting civic and business leaders into New York City public schools. From those early days to our work today implementing hands-on, immersive programs that open eyes, open minds, and open doors, PENCIL realizes its mission "to connect students to success." PENCIL makes it easy for business professionals, educators, and students to work together - in schools and the workplace. Our programs, including virtual and in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day®, create targeted opportunities to make a real difference in the classroom and beyond. As an organization, we strive to provide students with access to the relationships, skills, and opportunities that support their success.

PENCIL is committed to creating a workplace that respects and values diversity, and to creating an inclusive environment for all employees. We strongly encourage candidates who represent the communities we serve to apply. PENCIL is an Equal Opportunity Employer and will make 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. All employment is decided on the basis of qualifications, merit, and business need.

Supervised by the Director of Growth, the full-time Growth Associate supports volunteer recruitment, alumni relations, leadership circle management, and core development operations, including gift processing and data entry. The Growth Associate is a critical partner in implementing the Growth team's annual strategic priorities.

RESPONSIBILITIES

Volunteer Recruitment & Engagement

- Maintain the calendar of volunteer opportunities related to programs and other opportunities including Principal For A Day®.
- Recruit and engage individuals year-round for available volunteer opportunities.
- Maintain volunteer enrollment and participation data in Salesforce.
- Collaborate with the Programs team throughout event execution to ensure partner standards are met.
- Manage PENCIL's presence on volunteer portals such as NYC Service, NY Cares, etc.
- Leverage relationship with volunteer groups with capacity for additional engagement opportunities.

Alumni Relations & Leadership Circles

- Maintain prospecting and recruitment data for alumni, young professionals, mid-career professionals, and future leadership circle members.
- Manage PENCIL alumni communication strategy.
- Coordinate programming for PENCIL alumni and young professionals.
- Engage PENCIL alumni in PENCIL's existing events and campaigns.
- Recruit and confirm PENCIL alumni as members of appropriate Leadership Circles.
- Assist with fundraising and cultivation event planning for alumni, volunteers and Leadership Circles.

Development Operations

- Manage all gifts processing, which includes entry into the database of record and provision of timely acknowledgements/tax receipts to each donor.
- 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.
- Support data entry related to moves management and commitment confirmations.
- Answer queries from prospects, supporters, and partners, and direct calls to other team members as needed.

QUALIFICATIONS AND COMPETENCIES

- 2+ years of experience, event management/external affairs/ communications/alumni relations preferred.
- Bachelor's degree or combination of education and experience in a similar capacity
- Experience with a donor database (such as Salesforce or The Raiser's Edge) is required; proficiency with Salesforce is strongly preferred.
- Proficiency in MS Office applications required (Word, Excel, PowerPoint, Outlook).
- Experience working as a high performing, individual contributor within a team-based structure
- Ability to organize and maintain lists, such as for prospecting and mailing appeals.
- Excellent donor-centric verbal and written communication skills.
- 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.
- Special Event planning and execution experience preferred.
- Acute attention to detail and the ability to prioritize and work autonomously.
- Demonstrated organizational and project management skills, including the ability to problem solve and manage multiple projects concurrently.
- High standards of excellence and a willingness to do what it takes to get the job done.
- Proven organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting, while working both independently and collaboratively.
- 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.

- Occasional evening and weekend work is required.

This position is hybrid and in-person presence at PENCIL's office, on site at program locations and at events is required based on the work and organizational need. PENCIL currently requires all staff to be in the office one day per week.

COMPENSATION

The salary for this position is $58,000. PENCIL also provides a generous benefit package which includes:

- Medical, prescription, dental and vision insurance for you, your spouse/domestic partner and dependents
- A retirement plan with employer matching
- Commuter benefit and flexible spending plans
- Professional development stipend
- Annual paid time off for holidays, vacation and sick
- Short and long-term disability and paid family leave.

TO APPLY

Visit PENCIL's Application Form to apply. Applications will be accepted until the position is filled. Studies have shown women and people of color are less likely to apply to jobs unless they meet every single qualification. At PENCIL we are dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. **You may be just the right candidate for the role.**

PENCIL closes for its winter rest period from **December 24 – January 3**. We anticipate conducting initial interviews in early and mid December, with second round interviews taking place in person in early January.

Please note: Applicants must be authorized to work in the U.S.