**DEVELOPMENT ASSISTANT (PT)**   
**Industry:** Not‐for‐Profit – Environmental

**Department:** Development

**Reports to:**  Chief Development Officer

**Date posted:** August 28, 2015

**Salary:** TBD

**About NYRP**

New York Restoration Project (NYRP) is a nonprofit organization dedicated to restoring and building a network of green spaces whose joint impact enhances environmental health and quality of life. We are committed to increasing green space in underserved areas and building a sense of ownership in the people who live in surrounding communities.

**Position Summary**

The Development Assistant is a part-time, 20-hour per week position that will work with the Chief Development Officer to provide support for the Individual Giving, Corporate Relations, Foundation and Government Relations, Marketing and Special Events programs at NYRP. Key areas of responsibility will include gift processing, database maintenance and administrative support.

The successful candidate will be familiar with the not-for-profit fundraising industry, and will have a strong interest in systems and information management. This position will provide expertise and effort vital to the maintenance of records and reports for gift revenue, donor and prospect information, mailing lists and program and fundraising activities.

He\she will have an interest in NYRP’s mission and programs and will be able to work well within a team.

**Primary Responsibilities**

* Manage gift processing procedures, including the preparation of checks for deposit; charging of credit cards; entering of gift and donor information into the Raiser’s Edge fundraising database; notification of appropriate staff when gifts are received; and the maintenance of paper and electronic records of gift batch transactions.
* Assist Chief Development Officer to maintain comprehensive quality control processes for gift and prospect management in the Raiser’s Edge database
* Assist the Chief Development Officer in report retrieval, data entry and management, data clean-up and other projects as necessary
* Collaborate with Chief Development Officer to ensure the gift and prospect information is received, stored and transmitted in a secure fashion in compliance with applicable laws, regulations and policies
* Assist Development Staff in the fulfillment of gift acknowledgements, pledge reminders and other mailings
* Additional responsibilities as required

**Required Characteristics and Qualifications**

The ideal candidate will possess the following experience and attributes:

* Exceptionally well organized, possessing outstanding attention to detail and a corresponding commitment to accuracy in recordkeeping
* Proficient with database and spreadsheet applications, ideally including Raiser’s Edge and Microsoft Office
* Excellent written and oral communication skills and the ability to work productively in a team environment
* Ability to use good judgment and critical thinking in order to solve problems as they arise
* Experience working with sensitive information and maintaining confidentiality
* Self-motivation and discipline to regularly set and achieve work goals while under limited supervision
* A bachelor’s degree with a minimum of 1 year of demonstrated successful experience, preferably in a Development/Information Management field
* Willingness and ability to engage in NYRP’s programmatic work in the field.

**Application**

Interested individuals are encouraged to send a cover letter and resume by email to [HR@nyrp.org](mailto:HR@nyrp.org) or standard mail to 254 West 31st Street, 10th Floor, New York, NY 10001.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.