



## **Development & Administrative Associate**

### **About New Yorkers for Parks:**

For over 100 years, New Yorkers for Parks (NY4P) has protected and promoted parks and open space across New York City. Today we are the only independent non-profit organization championing equitable open space for all New Yorkers.

NY4P conducts research and develops tangible policy recommendations on park development and management, and advocates for systemic change. Leading the Play Fair Coalition of over 300 organizations, NY4P drives both immediate actions and long-term policies that protect and enhance the city's existing and future network of parks, and informs and supports communities so they can advocate for their open space needs.

To support our efforts, NY4P builds and maintains strategic partnerships with government officials and agencies, local parks groups and conservancies, academic institutions, and other key stakeholders in the public and private sectors.

**Title:** Development & Administrative Associate

**Reports to:** Director of Development

**Location:** New York City

**Employment Status:** Full-time, non-exempt

**Compensation:** \$24.00/hour plus competitive benefits package which includes health, dental, and vision coverage, generous PTO allowance, and employee-funded retirement program

**Role Overview:** The Development & Administrative Associate is responsible for providing administrative and logistical support for NY4P's fundraising, administrative, and program operations. The Associate will have a broad range of responsibilities with opportunities for job growth and participation in NY4P's work.

### **Specific Responsibilities Include:**

#### *Development Operations Support (50%)*

- Maintenance of NY4P's CRM/database (EveryAction), including:
  - Entering and coding all gifts and donations
  - Updating donor, prospect, and constituent information to ensure data is of the highest integrity

- Generating reports, exports, and mailing lists
- Creating online donation pages, surveys, and other forms
- Identifying and implementing improvements to enhance CRM/database functionality
- Coordinating with NY4P's external bookkeeping and accounting firm to ensure donor and donation data is accurately recorded and reconciled, and supporting and participating in month-end and year-end reconciliations and the annual audit process
- Generating and sending acknowledgement letters/tax receipts
- Participating in the creation of fundraising appeals, grant proposals, reports, and other fundraising materials
- Conducting researching on current and prospective donors and funders
- Participating in the planning and execution of NY4P's annual benefit event
- Scheduling and coordinating board and committee meetings, and other board-related activities
- Attending meetings, taking minutes/notes, and coordinating follow-ups and task-outs
- Developing and maintaining systems for development operations

*Administrative Operations & Programs Support (50%)*

- Providing general organizational administrative support, including assisting with scheduling, conducting research, managing the office supply inventory, and liaising with building management and NY4P's IT vendor
- Maintaining NY4P's digital file server
- Coordinating organizational mailings
- Providing administrative and logistical support for NY4P's programs, including email correspondence, meeting scheduling, conducting research, creating reports and presentations, managing and aggregating participant data, ordering supplies and equipment, and tracking purchases
- Monitoring, responding to, and fielding inquiries received via the general email inbox, phone, and mail
- Other related duties and projects as assigned

**Qualifications:**

- 2+ years of work experience in nonprofit fundraising and/or administration
- Excellent written, verbal, organizational, analytical, and interpersonal skills
- Highly organized with a strong attention to detail
- A self-starter with an ability to proactively identify opportunities to streamline, improve, and innovate processes and systems
- Experience working with the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint), Google Workspace suite, graphic design apps, and fundraising databases/CRMs (experience with EveryAction a plus)
- A passion for parks, greenspaces, equity, and urban/civic issues

**Application Instructions:**

To apply, please submit a cover letter and resume, in a single PDF document, to [jobs@ny4p.org](mailto:jobs@ny4p.org)

*New Yorkers for Parks is an Equal Opportunity Employer and does not discriminate based on age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, New Yorkers for Parks will provide reasonable accommodations for qualified individuals with disabilities.*