

Position/Title: Development Assistant

Start Date: Immediate

Contact: Send resume and cover letter to DevoJobs@CityParksFoundation.org

ABOUT CITY PARKS FOUNDATION

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- We produce *SummerStage*, the largest free, outdoor performing arts festival in NYC, presenting world-class artists from across the globe on our mainstage in Central Park and in local parks in all five boroughs, and present marionette puppet theater throughout New York City with our Swedish Cottage Marionette Theatre and roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment through progressive, experiential teaching. Using parks as classrooms, we provide learning experiences and hands-on activities in urban forests, coastal areas, and gardens.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

POSITION SUMMARY

The Development Assistant will join a 15 person Marketing & Development team, raising approximately \$8 million annually from corporate, foundation, government, and individual sources to support our free programs in New York City parks. Supporting the Senior Director of Marketing and Development and reporting to the Director of Individual Giving and Special Events, the Assistant will provide direct administrative and operational support for the development and marketing teams.

REQUIREMENTS AND RESPONSIBILITIES

The Assistant will support the fundraising team by producing prospect research, drafting donor acknowledgements and other correspondence, and managing gift entry into Salesforce database. The Assistant will help support our major fundraisers including a Gala dinner and concert in Central Park and a dinner and live auction at the US Open Tennis Championships, and also support our membership programs. The Assistant will provide administrative support to the fundraising and marketing departments. Specifically, the Assistant will:

- Enter and track fundraising income in Salesforce database.
- Prepare gift acknowledgement letters and track in Salesforce database.
- Assist in drafting and mailing solicitation letters, membership and other appeals, and event invitations.
- Manage donor correspondence and requests and draft letter and email correspondence as needed.
- Conduct prospect research and create event lookbooks.
- Manage event auction fulfillment.
- Support membership program as needed including occasional staffing of membership tent at SummerStage concerts.
- Co-manage all fundraising webpages and online forms with the Digital Marketing Coordinator, ensuring that information is up to date and that new forms are created as needed and in a timely fashion.
- Serve as liaison between marketing and fundraising staff to coordinate fundraising email schedules and prepare any necessary text or other information.

- Manage donor crediting language to ensure that support is acknowledged accurately in all printed and digital material.
- Oversee all marketing collateral shipments, including organizing all materials as they arrive and prepare them for mailing or distribution.
- Support the Senior Director of Marketing and Development with scheduling, preparing meeting notes, invoicing, ordering business cards for the organization, correspondence and other administrative tasks.
- Work on special projects as needed.

QUALIFICATIONS

- Bachelor's degree, administrative experience, interest in special events and fundraising preferred.
- Ability to prioritize, multitask and work efficiently under strict deadlines in a fast-paced environment.
- Familiarity with Google Suite applications and Salesforce strongly preferred.
- Experience managing a high volume of documents, spreadsheets, and lists.
- Ownership of responsibilities, meticulous attention to detail and information management.
- Excellent research, organizational, and oral and written communications skills.
- Excellent sense of protocol and etiquette in all communications with executives, board members and donors.
- Creative problem solving.
- Flexibility to work nights and weekends as required

WORKING FOR CITY PARKS FOUNDATION

Benefits include excellent healthcare and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

CONTACT

Interested parties should email cover letter, resume, and salary requirements to:
DevoJobs@CityParksFoundation.org. Put "DevelopmentAssistant" in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.