



Development Associate

Since its founding in 1877, The Fresh Air Fund, a not-for-profit youth development organization, has provided free life-changing summer experiences outdoors to more than 1.8 million children from New York City's underserved communities. Young people also participate in year-round leadership, career exploration and educational programs. For more information, visit www.FreshAir.org.

The Fresh Air Fund (The Fund) seeks two (2) Development Associates to join the department in administrative and operational roles. The Associate positions are an excellent opportunity to learn about all aspects of fundraising in a non-profit.

Position Summary

The Fund is seeking two detail-oriented Development Associates, one to support the Direct Marketing program and one to support the Special Events program. The Associate position is an important part of the donor relations team, ensuring that donation and donor information is accurately entered into The Fund's database, that donors are acknowledged in a timely manner, and that members of the Development team and external vendors receive accurate and timely information.

Both Associates will be trained and share responsibility for multiple functions related to data and donation processing. The Associate supporting Direct Marketing will work closely with the Annual Giving Manager and will have the opportunity to work with our outside marketing consultant, helping with editing and providing input on marketing strategy and materials. The Associate supporting Special Events will work closely with the Special Events Manager on generating and maintaining accurate invitation and guests lists and tracking event support and will have the opportunity to participate in event strategy and production meetings. Both candidates will demonstrate proficiency with technology, a curiosity about learning and improving systems and a commitment to maintaining high quality of data integrity, as well as strong writing and editing skills.

The Associate positions are full-time hybrid positions, based in our New York City office, and currently require three days in the Office. The positions report to the Chief Development and Communications Officer and work closely with all members of the Development team.

Responsibilities

- Responsible for accurately entering donation and donor information into the Salesforce NPSP donor database; processes gifts that come via credit card, checks and the external caging operation.
- Ensure donors are acknowledged in a timely and accurate manner by producing and executing acknowledgment letters.
- Create and execute reports and dashboards for direct marketing, special events, annual giving, and other special projects as needed; develop new reports that assist development efforts in using data to inform its fundraising operations.



- Perform monthly, quarterly and annual reconciliation with Finance team.
- Perform regular data maintenance functions including removal of duplicate records.
- Continually seek improvement in systems and processes to ensure information is being captured accurately and efficiently. Maintain and update database procedure instructions as needed.
- Provide excellent customer service by addressing donor concerns via phone and email.
- Provide administrative support to the Development Team as needed; Serve as back-up to Executive Assistant for phone and other needs for Executive Director.
- Support donor and Board events in NYC and at The Fund's camps as necessary. Ability to work occasional evenings and weekends for events.
- Supervise interns or volunteers as needed.
- Other support and projects as needed to assist the Development team and The Fresh Air Fund.

Minimum Requirements:

- College degree; experience working in an office setting; experience working in a non-profit development office a plus.
- A commitment to and enthusiasm for The Fresh Air Fund's mission and work.
- Excellent technology skills; strong experience with Microsoft Excel required; experience with donor databases a plus.
- Comfort with and ability to learn new systems and technology quickly and seek improvements and efficiencies.
- Excellent interpersonal skills; able to represent The Fund well via phone and email.
- Excellent organizational skills with strong attention to detail.
- Strong writing, copywriting, proofreading and editorial skills.
- Team player who is eager to collaborate within the department and across the organization.
- Ability to handle pressure with grace and diplomacy; able to anticipate problems and present solutions quickly.
- Excellent problem-solving ability; comfortable with researching solutions independently to provide best options to key stakeholders.
- Ability to effectively juggle multiple tasks and priorities while communicating progress.

The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19, including eligible booster doses, or to apply for reasonable accommodation.

Salary & Benefits

The salary range for this role is \$48,000-\$52,000, commensurate with experience. The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, commuter benefits, and employer and employee retirement contribution plans.



Application Instructions

To apply, please submit a [Development Associate](#) application and cover letter. Applications without a cover letter will not be considered. Please upload your cover letter to the "additional documents" portion of the application. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.