



A BETTER CHANCE

Opening the door to greater educational opportunities since 1963.

Development Assistant Position Description

A Better Chance Overview

Over the course of the past 56 years, A Better Chance has been a driving force in the effort to increase educational attainment among youth of color. A Better Chance's mission is ***to increase substantially the number of well-educated young people of color who are capable of assuming positions of responsibility and leadership in American society***. Since 1963, this guiding principle has driven A Better Chance to place talented young people of color into the leadership pipeline through increased access to academically rigorous secondary schools. A Better Chance's historic signature program, the College Preparatory School Program, identifies, recruits, and annually places more than 500 academically talented students into over 300 of the most rigorous and prestigious independent day schools, boarding schools and public schools in the country. In addition to its affiliated network of schools, A Better Chance constituents include 2000 scholars in grades 6 through 12, and more than 16,000 alumni. The successes of A Better Chance's alumni demonstrate the cumulative impact of A Better Chance – opportunities that transformed individual lives, increased status and access to wealth, continue to enrich communities and create a more representative leadership pool for the American society at large.

POSITION SUMMARY

A Better Chance is seeking a Development Assistant who will play a key role in A Better Chance's fundraising efforts by providing high-level administrative support to the Development Office.

This is a permanent part-time position based in New York City.

PRIMARY RESPONSIBILITIES

The Development Assistant will be responsible for supporting overall Development department activities, including:

- Reporting to and supporting the Development Manager in day-to-day work and special projects
- Managing departmental calendar (including: staff meetings, prospect meetings, travel arrangements, etc.)
- Managing and evaluating the matching gift program
- Process all contributions with a high level of accuracy into A Better Chance's donor database, Raiser's Edge (RE).

- Preparing and making deposits
- Managing returned mail, updating invalid addresses, and adding new contact information into the Raiser's Edge database
- Updating constituent records in Raiser's Edge for accuracy including producing reports
- Managing most departmental mailings (including event invitations, special letters, and direct mail solicitations)
- Assisting with the creation of communications materials related to individual giving, including gift acknowledgement letters
- Assist with volunteer recruitment and various Alumni Relations efforts, including telephone fundraising
- Conducting research utilizing iWave, DonorSearch, and online resources on potential donors and organizations as needed
- Other administrative tasks and additional assignments as needed

Qualifications

This position offers an exciting and substantive learning opportunity to the right candidate about nonprofit fundraising. The Development Assistant will learn the ins-and-outs of a national nonprofit agency from experienced and talented professionals in a high-caliber and professional environment. This candidate should be an energetic and committed team member who is ready to roll up their sleeves, proactively support the Development Department's efforts, and wishes to deepen knowledge and skills in fundraising, relationship building and marketing. The ideal candidate will have a positive can-do attitude, and be personable, resourceful, and creative to achieve the departments and organization's goals.

Minimum Qualifications:

- High School Diploma
- A willingness and flexibility to learn, and the ability to learn quickly
- Ability to exercise confidentiality, discretion and professionalism
- Excellent computer skills – including Microsoft Excel and Microsoft Outlook
- Ability to work as part of a team, both departmentally and organizationally.

Preferred Qualifications

- Recent college graduate or higher
- Previous administrative experience
- An ability to pay close attention to detail
- An ability to receive constructive feedback and immediately apply it in future work
- Ability to prioritize multiple assignments and handle complex tasks in fast-paced, high-standards environment.
- Excellent organizational skills.
- Excellent writing, research, and interpersonal skills
- Knowledge of databases and Internet-based research engines a plus.

HOURS

25 hours per week Monday thru Friday (schedule flexible).

HOW TO APPLY

For consideration, please forward your cover letter and resume to careers@abetterchance.org. Please note "Development Assistant – [your name]" in the subject line of your email. Only candidates being considered will be contacted. Applications will be reviewed on a rolling basis. Please do not call the A Better Chance office or email to inquire about the status of your application.