



**A BETTER CHANCE**  
Opening the door to greater educational opportunities since 1963.

## **Development Assistant/Associate Position Description**

### **A Better Chance Overview**

Since 1963, A Better Chance has been the only national organization of its kind, working 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.

Through our signature College Preparatory Schools Program (CPSP), highly-motivated students of color are recruited for placement in over 300 outstanding independent and public schools across the country. Students who are accepted to and enroll in our Member Schools become A Better Chance Scholars. Our comprehensive assessment program enables students to explore multiple school options in an effort to help match them with the right school.

### **POSITION SUMMARY**

A Better Chance is seeking a Development Assistant/Associate 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 full-time in-office position based in New York City. Job title and salary is commensurate with experience.

### **PRIMARY RESPONSIBILITIES**

The Development Assistant/Associate, reporting to the Assistant Director of Development, will be responsible for supporting overall Development department activities, including:

Development Office – 90%

- Supporting the Development office in day-to-day work and special projects
- Process all contributions with a high level of accuracy into A Better Chance's donor database, Raiser's Edge (RE).
- Work closely with the Assistant Director of Development to manage the gift reconciliation process including providing data needed for financial reports.
- Provide support for key annual events
- Managing and evaluating the matching gift program
- 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 queries, exports and reports

- Compile quarterly board reports for the Director of External Affairs review
- Provide support to the Manager of Individual Giving on operation of annual giving program including knowledge of online giving management tools.
- Participating in trainings and professional development as needed
- Managing most departmental mailings (including event invitations, special letters, and direct mail solicitations)
- Create, process and manage gift acknowledgement letters/tax receipts and upload into Raiser's Edge.
- Conducting research utilizing iWave, DonorSearch, and online resources on potential donors and organizations as needed
- Draft acknowledgements, cover letters and other written materials to be reviewed by Development staff
- Aid in submitting proposals and reports to Institutional Donors
- Draft and maintain supplemental report and proposal materials including budgets, funder lists and other relevant materials
- Support communication with Institutional donors
- Manage Institutional Grants calendar
- Collaborate and manage external Communications vendor to execute a social media calendar.
- Collaborate and provide support to Manager of Alumni and Volunteer Engagement on use of Graduway platform.
- Other administrative tasks and additional assignments as needed

#### Communications & Social Media Support – 10%

- Assisting with the creation of communications materials related to individual giving
- Collaborate and manage external Communications vendor

#### **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:

- 2-year or 4-year degree

- 2-4 years of professional experience in a development, fundraising, office logistics or customer relations role.
- A strong work ethic and a commitment to the mission and growth of A Better Chance
- A willingness and flexibility to learn, and the ability to learn quickly
- Excellent organizational skills
- Excellent writing, research, and interpersonal skills
- Knowledge of CRM, databases and Internet-based research engines
- Experience with Microsoft Office (Excel, Outlook)
- Ability to exercise confidentiality, discretion and professionalism
- Excellent computer skills – including Microsoft Excel and Microsoft Outlook
- Ability to prioritize multiple assignments and handle complex tasks in fast-paced, high-standards environment.
- Ability to work as part of a team, both departmentally and organizationally.

#### Preferred Qualifications

- Experience in fundraising and donor management, administration, relationship management, marketing and/or communications
- Working knowledge of basic accounting and reconciliation principles preferred.
- Knowledge of database management preferred
- Ability to work independently, solve problems, handle confidential information and navigate sensitive situations
- Strong Collaboration
- 2 plus years of Blackbaud Raisers' Edge Database or Raisers' Edge NXT experience preferred

#### **EEOC Statement**

A Better Chance, Inc. is proud to be an Equal Employment Opportunity Organization. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

#### **Benefits**

A Better Chance offers a competitive salary and a robust suite of benefits including Health/Dental/Vision, EAP, paid time off, professional development opportunities, snacks, food service, 3% 401K employer contribution, commuter benefits and the opportunity to work with talented, smart, and passionate professionals.

To apply: Go to <https://www.idealst.org/en/nonprofit-job/3064aae2458d46d0b71e9ef02cc7563e-development-assistantassociate-a-better-chance-inc-new-york>