



Communications and Development Associate

Organization Description:

Mentor New York brings caring adults together with children in need through safe, effective mentoring programs. Mentor New York is not itself a mentoring program. It is a catalyst, linking individuals, organizations and communities to existing mentoring programs and the young people they serve. We offer all our services free of charge so that we can make sure as many mentoring programs as possible operate safely and effectively.

Position Summary:

The Communications and Development Associate supports Mentor NY's communication and development initiatives. The Communications and Development Associate provides essential support the Director of Fund Development in implementing the development and fundraising plan and to the Director of Operations and Growth Strategies in accomplishing the goals of the agency's communications plan. The Communications and Development Associate will provide communication and logistic support for all training events and, fundraising activities.

Principal Responsibilities:

Communications:

Assist the Director of Operations and Growth Strategies by providing support for the coordination and management of all conference and special trainings events throughout New York State:

- Assist with developing and managing all training and event registration through Eventbrite including
- Design of registration, registration information, scheduling reminders and post training emails that include evaluation links to survey monkey
- Assist with developing, designing and managing website content so it is up to date and relevant to the current work and services the organization is providing.
- Support the creation of internal and external communication materials to promote Mentor New York

Development

Assist the Director of Fund Development by providing support for the coordination and management of all annual external events including fundraising:

- Provide support for development communications, including managing all silent auction acknowledgement letter process, gift receipts, and pledge reminders.
- Generate all email communications that engage audience segments identified to participate in fundraising events, annual appeal, trainings, mentoring matters conference, and any other events identified.
- Produce and send invitations for all events and track responses
- Support the coordination of all event logistics

- Assist Director of Fund Development with managing donor database tracking systems and reporting functions to prepare and distribute reports for staff and volunteers, pull lists for mailings and events, track solicitor and donor progress, s and manage the production of mailings and fundraising materials.

All other duties as assigned

The Ideal Candidate:

The ideal candidate is professional and resourceful. She/he must have experience developing brand focused communication that clearly articulates the mission and impact of the organization. She/he is willing to conduct both the administrative and strategic tasks that are involved in implementing successful fundraising events. She/he is able to work independently when needed and collaboratively as part of an integrated, cross-functional team. Has the ability to manage multiple projects with both internal and external stakeholders and meet all deadlines. The candidate has excellent relationship management and problem solving skills and is a highly skilled communicator. She/he demonstrates a positive attitude and fosters an encouraging environment amongst colleagues. She/he is comfortable in managing online information systems.

Qualifications:

- Minimum of 2-4 years of event planning, fundraising and/or communications in a mid-sized non-profit
- Experience with Jumala, Eventbrite, Mail chimp, Constant Contact and all Social Media platforms is a must.
- Demonstrated ability to take initiative and work on multiple projects simultaneously
- Able to multi-task in a changing work environment
- Proven track record of accuracy and attention to detail
- Excellent organization and analytical skills
- Excellent written and verbal communication skills
- Ability to handle delicate and confidential information
- Able to establish and maintain collaborative relationships with sponsors to meet business objectives
- Motivated to help the fund development team reach fundraising goals
- Passion for supporting disadvantaged youth and youth programming, preferably in the field of mentoring
- Bachelor's degree or equivalent experience required

Compensation: Salary commensurate with experience based on an individual candidate's expertise.

This position is 25 hours a week and located in our New York office. Interested candidates should send a resume and cover letter to jobsmentorkids@yahoo.com .

MENTOR /The National Mentoring Partnership, Inc. is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.