**Position Available: Administrative Associate (FT)**

Westchester Children’s Association (WCA) is a 106-year-old non-profit child advocacy agency dedicated to improving the lives of Westchester’s children by shaping policies and programs to meet their needs, and by keeping the well-being of Westchester's children at the top of the public agenda. Our mission is to ensure that every child in Westchester County is healthy, safe and prepared for life’s challenges. Our dynamic staff works with a dedicated Board of Directors to implement a variety of strategies to identify the needs of children and youth, educate the public and policy makers about those needs, and lead efforts to shape public policies and investments to meet those needs.

**We seek a creative and flexible professional with a commitment to the mission of our organization and an interest in Office Management, Fundraising/Development and Program Support. We offer an exciting opportunity to learn the art of fundraising, be a part of our program work and join a cohesive and dedicated team of advocates, researchers and fundraisers. The position is full time and currently all staff are required to do a blend of remote and in office work.**

**Responsibilities: The Administrative Associate will have responsibilities in fundraising, operations, administration and program support, and will report to the Director of Development.**

**Fundraising/Development**

* Manage and enter data into the fundraising database, ensuring data integrity and generating reports as needed.
* Assist with the management of fundraising budgets, including working with finance staff on reconciliation of gifts, including pulling a report for the bookkeeper each month.
* Support donor relations, including writing acknowledgement letters and tax receipts, and assisting with preparation of fundraising mailings and emails.
* Conduct research on donors and donor prospects.
* Assist Director of Development with all aspects of fundraising appeals.
* Play an integral part in the annual benefit dinner and other fundraising events, including coordinating with outside consultants and vendors to develop and produce invitations, coordinate with venues, send out acknowledgments, etc.
* Provide administrative support to the Director of Development as needed.

**Administration**

* Provide administrative support to the Executive Director as needed.
* Be the primary contact within the organization for public inquiries/visitors to the office.
* Provide support to the Board of Directors: coordinate meeting logistics, record minutes, distribute meeting materials. Attendance required at board meeting, approximately one evening per month.
* Record minutes at Development Committee Meetings, approximately one meeting per month.
* Liaison to outside vendors (e.g. suppliers, equipment vendors, etc.), including IT support consultants.
* Manage general mail, email and telephone correspondence.
* Manage physical office space: liaison to building management, etc.
* Order office supplies, monitor inventory.
* Attend all WCA events as required, assisting staff as needed.
* Coordinate staff meetings as needed.

**Program**

* Provide support to Programs team in executing WCA’s programmatic and policy initiatives.
* Coordinate with Programs team in the planning, development and implementation of educational and community/public events.
* Assist Programs team with external facing assignments including scheduling, event logistics, program promotion and communication/social media.

**Qualifications:**   
We are seeking an individual with strong administrative skills, interested in fundraising/development and policy. Bachelor's Degree and proficiency in Microsoft Office applications required. At least 1 year of experience working in a professional office environment is required. Previous experience in fundraising or relational database is strongly preferred. Evidence of being a part of a mission-driven social impact organization is a plus. Successful candidates will possess the following abilities and qualities:

* Demonstrates precise attention to detail and organization.
* Possesses the ability to prioritize work, manage time efficiently, and adhere to stringent deadlines.
* Responds flexibly as issues and tasks arise throughout the work day.
* Ability to work successfully under multiple deadlines and adapt to shifting priorities.
* Takes the initiative to complete unassigned supportive tasks.
* Exhibits excellent interpersonal skills including oral and written communication.
* Possesses the ability to draft written materials using grammatically correct language.
* Ability to accurately proofread.
* Ability to work with minimal supervision and assimilate facts accurately.
* Ability to accept criticism.
* Demonstrated ability to relate to and work with a diverse team and group of partners and stakeholders
* Enthusiasm for learning.

**Compensation:**

Salary range $45 – 49,000, commensurate with qualifications and experience. Benefits include group health insurance, 401K with employer contribution after 1 year, generous vacation and personal days. This is an exempt position.

**To apply:** Send resume and cover letter to Rebekah Raz, Director of Development at [rraz@wca4kids.org](mailto:rraz@wca4kids.org), using the subject line, “Administrative Associate.” Please **do not call via telephone**.

*The Westchester Children’s Association seeks to be a diverse and inclusive organization. WCA maintains* a policy of equal treatment to all employees and applicants for employment without regard to race, creed, color, national origin/nationality, ethnicity, ancestry, religion, sex, age, disability, marital status, sexual orientation, gender identity or expression, citizenship status, or any other characteristic protected by federal, state, or local law.