

**Job Title:** Development and Operations Associate

**Schedule:** Full time, business hours, occasional evenings, and weekends. Hybrid schedule.

**Qualifications:** Bachelor's degree with minimum 2 years' experience in not-for-profit setting, government agency, political campaign, or issue advocacy.

**Reports to:** Director of External Affairs

**Salary Range:** \$45,000-\$50,00

Westchester Children's Association (WCA) is a 110-year-old, nonprofit 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. WCA focuses on key issues that affect the most vulnerable young people in Westchester. We identify current needs by analyzing data, talking directly with youth and families, and working closely with public and nonprofit service providers. The **Development and Operations Associate** should demonstrate an interest in WCA's mission, as the Associate's duties are vital to the agency's daily operations.

An ideal candidate for this position will be a team player who enjoys working with a diverse group of people and has a commitment to social justice and racial equity. She/he/they are a self-starter and exhibit meticulous attention to detail and organization while demonstrating the ability to manage time and multiple tasks efficiently and meet deadlines. Strong interpersonal, written, and verbal communication skills required. Refer to the list below for additional required duties and preferred skills. This role will support both fundraising and communications of the organization as well as everyday operations.

## **Responsibilities**

### ***Development***

- Assist the Director of External Affairs, working collaboratively to achieve the annual and long-term fundraising goals of the organization.
- Provide support to the Board of Directors: coordinate meeting logistics, record minutes, distribute meeting materials. Attendance required at board meeting and development committee meeting, each approximately one evening per month.
- Work collaboratively with the Director of External Affairs to plan and execute all aspects of the annual benefit dinner and other fundraising events.
- Maintain a CRM, ensuring data integrity and seamless integration with all operations.
- Provide financial data and reports as needed and liaison weekly with the bookkeeper.
- Support donor relations, including writing acknowledgement letters and tax receipts, and assisting with preparation of fundraising mailings and emails.
- Support fundraising campaigns such as the monthly donation campaign.
- Conduct research on existing donor relationships and to identify donor prospects, potential corporate partners, and grant opportunities.

### **Communications**

- Edit and review WCA's regular publications including newsletters, e-bulletins and annual reports.
- Participation in the creation of one-off materials to support program work.
- Update Social Media and Website (via WordPress).

### **Operations & Administration**

- Support the ED in the administration and management of the organization including correspondence and calendaring.
- Liaison to outside vendors (e.g., suppliers, equipment vendors, etc.).
- Manage general mail, correspondence, email and telephone systems.
- Manage physical office space including organization of office common areas. Contact person for building management.
- Monitor office inventory and procure supplies.
- In collaboration with the Director of Data, Operations, and Finance, regularly update and maintain WCA's policy and operation procedures and manuals.
- Point person for external facing events including logistics management, vendor contact and day of management.

### **Required Knowledge, Skills, and Abilities:**

- Excellent interpersonal, written, and oral communication skills, including online communications and social media.
- Ability to multitask and meet project deadlines.
- Experience in office setting.
- Strong organizational skills.
- Responds flexibly as issues and tasks arise throughout the workday.
- Takes the initiative to complete unassigned supportive tasks.
- Interacts comfortably with a wide variety of people.
- Exhibits willingness and ability to learn new skills and computer applications.
- Proficiency with Microsoft Office especially Word, Excel, and Outlook.

### **Preferred Skills and Abilities**

- Experience working with Donors, Board of Directors or other governing body.
- Experience working with a CRM (Every Action, Bonterra).
- Experience with WordPress.
- Spanish speaking.

### **To Apply:**

- Email resume and cover letter to Nora Nicholson [nnicholson@wca4kids.org](mailto:nnicholson@wca4kids.org).
- Include Operations and Development Associate in the subject line of your email.
- **No phone calls** please.

*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.*