

Job Title	Development Assistant
PVN ID	JJ-1807-002588
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Department

Status	Full Time
Annual Salary	\$40,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Sep 10, 2018 (Or Until Filled)

General Description

The National Network for Safe Communities (NNSC) at John Jay College seeks a full-time Development Assistant to join its Strategic Initiatives team and support the organization's fundraising strategy; assist in the production of written materials, such as grants and government contracts; help maintain the National Network's development database; and facilitate communications with potential donors. Ideal applicants must have the ability to work under pressure while efficiently handling a wide variety of activities and tasks.

The NNSC supports cities to implement and advance proven strategies that reduce violence and improve public safety, minimize arrest and incarceration, strengthen communities, and improve relationships between law enforcement and communities.

Position Description:

The Development Assistant will work closely with the Director of Strategic Initiatives to raise funds that support the work, mission and institutional fundraising goals of the NNSC. The primary role of this position is to help manage and expand the NNSC's active portfolio of donors.

This position requires exceptional writing and project management skills, ability to learn quickly on the job, and strong interpersonal skills for working with funders and staff. The candidate should possess the ability to manage projects independently, set priorities, and take initiative as well as work as part of a cohesive team.

Responsibilities:

- Prepare proposals, reports, letters, and budgets for funders in a timely and professional manner.
- Communicate regularly with staff to identify funding needs and opportunities, and collaborate on grant reporting requirements.
- Support the creation, preparation, and submission of government grant proposals (including assembling attachments, drafting sections, and coordinating with our Finance team as necessary)
- Manage prospect research for institutional donors to support the NNSC's wide array of funding needs and develop creative funder outreach strategies.

- Assist in institutional funder cultivation and stewardship, including the scheduling of meetings, preparation of correspondence, and active participation in donor appreciation activities, site visits, and events.
- Maintain an accurate grants calendar, tracking grant deliverables and timelines.
- Work to ensure that grants and activities are properly entered in our Podio database.
- Additional duties as assigned.

Other Duties

Other Requirements:

- Bachelor's degree.
- Strong writing skills with particular strength in writing about criminal justice, data, research, etc. and relaying information in a concise and persuasive manner.
- Grant writing experience.
- Ability to work independently as well as take the lead on successful team projects.
- Excellent written and verbal communication skills including ability to interact successfully with program staff.
- Strong research skills, preferably with experience researching foundation and corporate funders using tools like Foundation Directory Online and LinkedIn.
- Ability to learn quickly on the job and synthesize complex themes in writing.
- Exceptional attention to detail and strong organization skills.
- Demonstrated ability to handle multiple projects in a fast-paced environment and perform under deadlines and changing schedules.
- Must be self-motivated and able to initiate projects and ideas.
- Tech savvy, proficiency with Microsoft applications and experience with CRM databases (Podio is a plus).
- Energetic, positive and enthusiastic worker with a deep commitment to the goals of the organization.
- Must be available to work occasional evenings and weekends.

Qualifications
