

Job Title	Development Associate - Strategic Initiatives
PVN ID	JJ-1906-003139
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Strategic Initiatives
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 31, 2019 (Or Until Filled)

General Description

JOB DESCRIPTION

Development Associate - Strategic Initiatives

Position Summary:

The Development Associate 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 role will 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.

This role 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. Applicants must have the ability to work under pressure while efficiently handling a wide variety of activities and tasks.

About NNSC:

NNSC works with communities to reduce violence, minimize arrest and incarceration, and increase trust between law enforcement and the public. For over 20 years, we've invented and implemented original solutions to important public safety problems; made those solutions available for evaluation, replication, and advocacy; and shaped the public discourse based on new facts on the ground.

Essential Job Function & 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 Responsibilities:

- Additional duties as assigned.

Qualifications

- We are looking for an entrepreneurial, highly-motivated individual with excellent organization skills; strong attention to detail; and an ability to independently prioritize and simultaneously handle multiple tasks. Additional requirements include:
- Bachelor's degree and related fundraising communications, and/or public relations experience. Prior knowledge of development database software or other data management tool. Proficiency with Microsoft Office programs, including Excel and Word.
- Strong writing skills with particular strength in: grant writing, writing about criminal justice, data, research, etc. relaying information in a concise and persuasive manner.
- 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.

How to Apply

Please submit a **resume** and **letter of interest**. Your letter should describe your interest in and qualifications for this position, how you learned of this vacancy, and your salary requirements.

Our generous benefits package includes:

- **Insurance:** Health, dental, vision, and life insurance.
- **Time Off:** 16 paid holidays, 15 days of annual leave, 4 personal days, 20 sick days.

- **Retirement:** 8% employer contribution after 1 year of employment; employees are vested in the employer contribution after 3 years of employment; no employee contribution required.
- **CUNY Tuition Reimbursement:** Reimbursement of credits for courses taken at any CUNY institution after 1 year of employment.
- **Other Benefits**
 - Summer Fridays
 - Voluntary one-day-a-week remote work option
 - \$1,000 per year available to support independent pursuit of professional development opportunities.
 - Free *New York Times* and *Wall Street Journal*

The Research Foundation of the City University of New York (RFCUNY) is an Affirmative Action/Equal Opportunity Employer/Americans with Disabilities Act/Protected Veterans Status/E-Verify Employer.

Other Duties

Qualifications
