

## **Background**

SparkYouth NYC (formerly The Catalog for Giving) ignites growth in community-based programs to expand opportunities for the young people of New York City.

SparkYouth accomplishes this by:

- Mobilizing and investing resources in early-stage youth development organizations where they can have maximum impact; and
- Providing crucial leadership training and operational expertise to our member programs to ensure their long-term sustainability.

With a recent leadership transition and a strategic planning process underway, SparkYouth NYC is at a pivotal and transformative moment of growth as an organization. We look forward to welcoming an Operations & Development Associate who will play a key role in SparkYouth's continued success as a youth development funder.

## **Job Summary**

SparkYouth NYC seeks an energized nonprofit professional to join its small but mighty team as our first-ever Operations and Development Associate.

The ideal candidate is:

- Someone who thrives while wearing a multitude of hats
- Eager to learn the ins and outs of grantmaking and nonprofit management
- A puzzle solver and systems-thinker
- A calm-under pressure t-crosser and i-dotter
- Someone who takes enormous satisfaction from spreadsheets and making things work efficiently
- Someone who loves to listen to organizational challenges, ask thoughtful questions, and brainstorm new ideas to make things run smoothly in service of our mission
- Deeply committed to the vision of SparkYouth and its support of youth-centered NYC organizations

## **Duties and Responsibilities**

### **Operations and Administration - 55%**

- Maintain Salesforce CRM, including accurate entry of donation information along with grantee tracking. Strategize with the Director of Operations/Dev on the overall management, implementation, and improvement of Salesforce.
- Compile data into clear, concise, visually compelling charts & infographics as requested.
- Support the completion of a clean annual audit by compiling documents and other materials for the auditor.
- Finalize and secure key documents, such as D&O Insurance, the CHAR 500, IRS 990.
- Schedule and manage logistics for workshops and meetings.

**Communications - 25%**

- Support the Director of Operations/Dev in designing, planning, and executing social media content.
- In conjunction with the Director of Operations/Dev update and maintain the organizational website.
- Assist in the development and execution of email campaigns, appeals, and printed organizational materials.
- Draft and execute key stakeholder correspondence. Generate targeted prospect research for individual, corporate, and foundation funding.

**Event Support - 20%**

- Support all logistics surrounding annual fundraising event including ticket sales, print and digital materials, registration, and event setup.
- Support youth honorees in preparation for the event as well as day-of at the annual gala.
- Lead and Manage Guest Check-in during the Event.

**Qualifications**

*Must haves:*

- At least 2 years of administrative and/or nonprofit experience
- Independent worker
- Comfort working in a small office environment
- Strong organizational skills
- Careful attention to detail
- Excellent writing and proofreading skills
- Experience managing multiple projects at once
- Google Suite and Microsoft Office proficiency
- Prior database experience (Salesforce preferred)
- Design experience and/or prior experience with Canva or Adobe Creative Cloud
- Familiarity with social media platforms

*Nice to haves:*

- Prior iContact or Mailchimp experience
- Familiarity with Classy or another online donation platform

*SparkYouth NYC values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

**Classification:** Full time

**SparkYouth NYC**  
**Operations & Development Associate Job Description**



**Reports To:** Director of Operations and Development

**Salary and Benefits**

SparkYouth NYC offers a competitive salary of \$50,000 - \$60,000 commensurate with skills and experience. Our comprehensive benefits package includes paid time off, health and dental insurance, and paid parental leave. SparkYouth NYC offers a hybrid work model after a three month onboarding period for all employees.

*SparkYouth NYC has a physical office space and requires all employees to be fully vaccinated and boosted against COVID-19 as a condition of employment and to provide proof of such vaccination prior to commencement of employment.*

**To Apply**

Please send an email with "Operations & Development Associate and your last name" in the subject line along with a resume and thoughtful cover letter expressing why you would like to work with SparkYouth to [kelly@sparkyouthnyc.org](mailto:kelly@sparkyouthnyc.org).

**Application Deadline:** March 15, 2022

**Start Date:** April 1st - April 18th, 2022, with flexibility

Please no phone calls or recruiters.

Be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open position.

Thank you for your interest in employment opportunities at SparkYouth NYC.

For more info on SparkYouth NYC: <https://sparkyouthnyc.org/>