SparkYouth NYC Operations & Development Associate Job Description

Background

SparkYouth NYC (formerly The Catalog for Giving) was founded in 1994, inspired by the idea that donors would like to support the best emerging youth-development programs in NYC—local organizations that are transforming young lives. Over the years SparkYouth has identified, funded, and provided technical support to more than 70 emerging programs, which in turn have served thousands of young people with programming in arts, sports, academics, mentoring, technology and more.

SparkYouth invests in emerging NYC youth organizations and transforms them into stronger community assets. We accomplish this by:

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

Job Summary

The function of the Operations/Dev Associate at SparkYouth NYC is to assist in and improve the seamless operations of the organization. The job entails data management and maintenance, social media, donor research and engagement and other programmatic and fundraising efforts. We are looking for a creative member of our small staff team, who is eager to support our mission of providing opportunity to under-resourced NYC youth and wants to engage in all aspects of operations and bring fresh ideas to the table.

Duties and Responsibilities

Operations and Administration - 55%
- Maintain Salesforce CRM; including accurate entry of donation and donor information along with grantee report/application/attachment tracking.
- Strategize with the Director of Operations/Dev on the overall management and implementation of Salesforce. Assist in key Salesforce improvement projects.
- Manage all gift processing.
- Organize and ensure that digital copies of donor correspondence, checks, donation forms, and all grantee related documents are stored on Google Drive.
- Draft and execute key stakeholder correspondence.
- 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.
- Generate targeted prospect research for individual, corporate, and foundation funding.
- Schedule workshops and meetings.
- Order office supplies and materials.
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Communications - 25%
- Support the Director of Operations/Dev in designing, planning, and executing the social media content calendar for Twitter, Instagram, and Facebook.
- Create content for the website and newsletters.
- Create various inward and outward facing infographics regarding grantees and key organizational data.
- In conjunction with the Director of Operations/Dev plan, update, and maintain organizational website.
- Assist in the development and execution of printed organizational materials.
- Assist in the development and implementation of email campaigns and other appeals.

Event Support - 20%
- Support all logistics surrounding annual fundraising event - online ticket sales, creating print and digital materials, working with event staff on registration, and auction.
- Assist in drafting and editing the event journal.
- Assist with event set up.
- Manage and oversee youth honorees and the ‘green room’ at the annual gala.
- Live tweet and post on Instagram during the annual gala.

Qualifications
- Bachelor's Degree and at least 1 year of work experience required
- Prior Database Experience required (Salesforce preferred)
- Previous nonprofit experience strongly preferred
- Design experience and prior experience with Canva or Adobe Creative Cloud required
- Prior Constant Contact or Mailchimp experience preferred
- Google Suite and Microsoft Office proficiency
- Excellent writing and proofreading skills
- Familiarity with social media platforms
- Familiarity with Classy or another online donation platform preferred
- Comfort with Mac OS
- Independent worker
- Comfort working in a small office environment
- Strong organizational skills
- Comfort working with data in excel and other programs
- Experience working on a database in a complex organization. Experience managing multiple projects at once

Benefits
- Comprehensive benefits package
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Description

To apply please send an email with "Operations & Development Associate and your last name" in the subject line along with a cover letter expressing your interest and a resume to kelley@sparkyouthnyc.org. Please no phone calls. No 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. SparkYouth is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.