

OLIVER SCHOLARS

80 Maiden Lane • Suite 706 • New York, NY 10038
Phone: 212-430-5980 • Fax: 212-430-5981 • oliverscholars.org

DEVELOPMENT ASSOCIATE

Organization Summary: Oliver Scholars prepares high-achieving Black and Latinx students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

Position and Summary Reporting: Reporting to the Chief Development Officer (CDO), the Development Associate supports the daily donor cultivation, solicitation, and stewardship activities of the Development Department so that it can meet its philanthropic goals. S/he will work closely with the CDO, and other Development staff to implement Oliver Scholars' fund development strategies. The Development Associate must have demonstrated donor database experience and a deep interest in and commitment to excellence in data management.

RESPONSIBILITIES:

Operations Database Management, Gift Processes and Reporting

- Manage the entry, reconciliation, and acknowledgement process for all gifts in a timely and appropriate manner.
- Create and maintain systems for internal development operations including, prospect research and management, tracking progress to goals, and capturing and managing historical fundraising data.
- Perform database administrative tasks including creating and updating records with Raiser's Edge (RE) and running quality control reports to ensure accurate and complete records and integrity within RE.
- Build and manage donor and prospect pipelines, including maintaining updated history of interactions with donors, prospects, Trustees, volunteers, alumni, and other key partners.
- Create and maintain queries and exports to support reporting as well mailing list and email list requests.

Fundraising Activities

- Support grant request and reporting activities including compiling supplemental materials, reviewing drafts and managing grant reports.
- Assist in the development and implementation of all appeals, including email campaigns, letter campaigns, social media fundraising, and other donor-specific communications.
- Generate targeted prospect research for individual, corporate and foundation funding.

Logistical and Administrative Fundraising Support

- Prepare materials for meetings and events in consultation with the CDO and Assistant Director of Development.
- Coordinate and maintain the supply of Oliver swag and donor packages.

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- Manage the maintenance of the CDO's calendar: arrange for, schedule and confirm appointments.
- Prepare and/or provide material such as agendas, information packets, and presentations for the CDO's meetings and donor/prospect visits.
- Complete special projects as assigned by the CDO.

Event Support

- Provide administrative and logistical support to the Events team as needed on all event functions.

QUALIFICATIONS

- BA required.
- A commitment to the mission of Oliver Scholars.
- Minimum of 3 years of professional experience. Experience with donor database software or CRM platform. (Oliver Scholars uses Raiser's Edge; training on our system is available)
- Ability to handle sensitive information with discretion and good judgment.
- Computer literacy, including extensive knowledge of Microsoft Office (Word, Excel, PowerPoint) and Google Suite.
- Familiarity with social media channels, simple graphic design, and WordPress is a plus.
- Excellent written and oral communication skills.
- High level of professionalism with excellent interpersonal skills and ability to work closely with staff and volunteer leadership, as well as external partners.

Desired Competencies

- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; willing to learn new techniques and procedures; Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Innovation & Initiative** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention; Looks for and takes advantages of opportunities.
- **Planning/Organizing & Project Management** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans; Communicates changes and progress; Completes projects on time and budget.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.