



Fifth Avenue Committee
Our Community. Our Future.

Job Description **Development Associate**

Unit: Development & Communications

Employee Type: Part time, 28 hours per week

Status: Non-Exempt

Founded in 1978, Fifth Avenue Committee (FAC) is a nationally recognized community development corporation and NeighborWorks America member based in South Brooklyn. Our mission is to advance economic, social, and racial justice through integrated, community-centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training and services that build the power to shape our community's future. To achieve our mission, we develop and manage affordable housing and community facilities, promote economic and housing stability, organize tenants and residents around housing justice and accountable development, and provide student centered adult education.

We are seeking a part-time Development Associate, who will report to the Senior Fundraising Manager and join a three-person fundraising team. The Associate will take an active role in maintaining and building FAC and its nonprofit affiliate Neighbors Helping Neighbors' base of institutional funding. The department is responsible for stewarding and raising a portfolio of over \$5 million in grants and contracts from foundation, corporate and government sources annually.

Responsibilities:

- Collaborate with program and development staff to develop proposal concepts, write, and submit accurate and timely grant proposals, reports, and other funder related correspondence.
- Prospect research and other research as needed to develop compelling proposals and reports.
- Support the annual submission of discretionary funding requests for operating and capital support to New York City, State and Federal elected officials.
- Use Salesforce to track deadlines, contacts, and funding obligations.
- Support the ongoing maintenance of department files.
- Support grants administration activities, by communicating with funders, and compiling and sharing required documentation for funding sources.
- Active participation in departmental and organization-wide meetings.
- Represent the organization at external meetings, events and conferences as needed.
- Occasionally support other fundraising and communications-related activities, such as those related to FAC's annual fundraising event.
- Other duties as assigned

Requirements:

- 2+ years of institutional fundraising experience in a non-profit setting preferred
- Bachelor's degree or equivalent experience required.
- Excellent interpersonal, written, and oral communication skills.
- Ability to manage multiple deadlines and projects.
- Organized, detail oriented and motivated.
- Strong computer skills, particularly Word, Excel, Outlook, and Internet research.
- Experience in database and list management, Salesforce preferred.
- Collaborative, flexible and able to work well with diverse people.

- Knowledge of, and interest in, community development and commitment to Fifth Avenue Committee's mission to advance economic, social, and racial justice.

Compensation & Benefits: \$28-30 per hour, commensurate with experience. Fourteen days paid vacation, in addition to paid sick and personal time and nine paid holidays.

To Apply: No phone calls please. Email cover letter, resume, and writing sample to jobs@fifthave.org. Please include "Development Associate" in the subject line.

***FAC is an equal opportunity employer (EEO).
People of color, community residents and women are strongly encouraged to apply.***