



## **JOB ANNOUNCEMENT**

### **Development Associate (Part-Time)**

New York, NY

#### **The Organization**

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country.

#### **Position Scope:**

The *part-time* Development Associate will be an integral member of the Fund Development team. The part-time associate would be primarily responsible for centrally recording and tracking all fundraising activity and awards for a national nonprofit with a \$29M annual budget. This includes serving as the team's primary liaison to the Finance team and creating a quarterly report for CSH's Board of Directors. The scope of work would also include maintaining CSH's Fund Development webpages and its presence on other websites. The position reports to the Director of Fund Development and is located in our New York City headquarters.

#### **Position Responsibilities:**

- Record and code all CSH Revenue, including new grants, contracts, fee income and all receivables.
- Acknowledge all grant and individual donor contributions.
- Generate and approve all account codes for all new funding sources.
- Maintain a log of proposals submitted.
- Prepare quarterly board report, detailing all fund development activities, including the receipt of new grants and contracts, all pending proposals, and new prospects.
- Maintain stewardship for current funders. Ensure that all funders are added to the annual report and website, and receive the CSH monthly newsletter.
- Prepare and reconcile monthly revenue reports with Finance team.
- Maintain Funder files on SharePoint (cloud database) and paper files.
- Maintain funder contact information (individual, institutional).
- Develop and utilize tools for grant and contract close-outs with Finance.
- Maintain CSH Fund Development webpages and CSH presence on other sites (e.g., Charity Navigator).

#### **Position Qualifications**

All CSH staff share a common competency framework. These competencies guide our approach and help us to create value. The successful candidate will be adaptable, entrepreneurial, collaborative, innovative, flexible, and a problem solver. Her/his work will be driven by strategic thinking and executed with creativity and efficiency. She/he will demonstrate patience and a commitment to treating others with respect.

#### **Specific skills and experience include:**

- Excellent writing and editing skills, including the ability to convey complicated projects in a compelling and persuasive manner.
- Strong analytical, interpersonal, presentation, and written and verbal communications skills.
- Past experience in accounting, book-keeping or fundraising preferred.

- Ability to use Microsoft Suite, past experience in Raiser's Edge software and/or WordPress a plus.
- Past experience in grant-writing, beneficial.
- Ability to communicate clearly and simply, coupled with a strong creative sensibility and ability to think critically and strategically.
- Sound business ethics, including the protection of proprietary information.
- Bachelor's degree in a related field; advanced degree a plus. Equivalent experience may substitute for education.
- Eagerness and ability to manage a diverse set of tasks.
- Ability to work independently with minimal supervision.
- Strong organizational skills, proven ability to meet deadlines and work under pressure.
- Ability to use Microsoft Suite and conduct internet research.
- Familiarity and/or interest in supportive housing, including homelessness, low income housing, community development, mental illness, social services and social justice, preferred.

**To Apply:**

Candidates should apply by clicking on the link below. All candidates should attach their **Resume, Cover letter and Salary Expectations as one Microsoft Word or PDF document.**

**<https://home2.ease.adp.com/recruit/?id=15763762>**

(Please note that some internet browsers may not allow you to upload files, if this is the case please copy and paste your resume and cover letter in the text box)

*CSH is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves*