



Development Associate | Job Description

Reports to: Director of Development

Compensation: \$55/hr

Job Type: Part-Time, Hourly

Location: Hybrid / Remote Flexible

About the Position:

The Development Associate plays a vital role in helping The Children's Storefront grow the contributed revenue that brings our early childhood program to families across Harlem, New York City, and beyond. This is an ideal opportunity for an organized, detail-oriented professional who wants to build a career in nonprofit fundraising and development.

The Associate provides high-quality administrative support across all areas of fundraising. They maintain accurate donor data, process and acknowledge gifts, conduct prospect research, support grant and proposal development, and help plan and execute appeals and events, working closely with the Director and Grant Writer to advance our individual giving, institutional funding, and events strategy. The Associate reports to the Director of Development.

The Children's Storefront is based in Central Harlem, New York City. We prefer candidates within commuting distance for a hybrid schedule, but are open to fully remote candidates anywhere in the U.S. for the right person. This is a part-time, 10-hour-per-week position that offers great flexibility and will occasionally include nights and weekends for events or deadlines.

Key Responsibilities: *(In addition to other projects, as assigned)*

Database and Gift Management (~40%)

- Maintain accurate, up-to-date donor and prospect records in Neon CRM, upholding high standards of data integrity across the development function
- Process incoming gifts and pledges, generate timely and accurate gift acknowledgments and tax receipts
- Build and pull reports, lists, and segments that support fundraising decision-making, appeals, and donor communications
- Document and improve data entry workflows, coding, and processes to support consistency and efficiency

Donor Relations and Grant Support (~35%)

- Support the Director of Development and Executive Director in moving donors through the pipeline, including tracking moves, scheduling meetings, and preparing briefing materials
- Assist with grant tracking and reporting calendars, gathering materials, and monitoring deadlines in partnership with the Director and grant writing consultant

- Conduct prospect research to support the identification, cultivation, and stewardship of individual and institutional donors
- Maintain accounts in funder portals and support the submission of online grant application materials
- Coordinate annual giving campaigns, including year-end appeals and giving day initiatives, across direct mail, email, and online giving channels
- Help prepare donor-facing materials and correspondence in collaboration with the MarComm team

Events and Administration (~25%)

- Provide logistical and administrative support for fundraising events, engagement events, and donor appreciation activities, including invitations, RSVPs, and day-of coordination
- Manage development calendars, files, and vendor communications to keep projects on track
- Provide general administrative support to the Director of Development as needed

Qualifications

- At least 1 year of relevant experience in nonprofit fundraising, development, administration, or a related field
- Highly organized and detail-oriented, with the ability to manage multiple priorities and deadlines accurately
- Strong written and verbal communication skills, with the ability to connect authentically with a diverse range of donors, partners, and community members
- Comfortable working with data and databases; experience with a CRM such as Neon CRM is a plus
- Proficiency in Google and Microsoft Office suites
- Discreet and professional in handling confidential donor information
- A collaborative team player who takes initiative and is eager to learn and grow in the field of development
- Bachelor's degree preferred but not required

Benefits:

- **401(k) Retirement Plan:** Access to a retirement savings account (no employer match currently available).
- **Paid Time Off:** Prorated safe and sick leave accrues at a rate of 1 hour for every 30 hours worked.

How to Apply:

Please submit your resume and a brief cover letter outlining your experience to HR@thechildrensstorefront.org with the subject line "Development Associate - [Your Name]".

Applications will be reviewed on a rolling basis.

The Children's Storefront is an Equal Opportunity Employer and actively seeks a diverse pool of applicants. All employment decisions are based on organizational needs, job requirements, and individual qualifications without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability.