



**Development Associate
Edible Schoolyard NYC**

JOB DESCRIPTION

Part-Time/Non-exempt Salary:

\$24-28 per hour, 25 hours per week

ABOUT THE ORGANIZATION:

Edible Schoolyard NYC (ESYNYC) is on a mission to make edible education accessible for every child in New York City. We believe edible education—where kids experience hands-on cooking and gardening—helps kids gain the skills to contribute to a healthy and sustainable food system for us all. Edible education helps students build healthy relationships with food, their community, and their environment. Together with public school communities across the city, we're building spaces for kids to flourish.

We partner with school communities to:

- Lead hands-on programs where children and families can explore cooking and gardening
- Support schools and educators so they can incorporate food education into their classrooms
- Advocate for policies that create long-term, sustainable changes in New York City.

ABOUT THE POSITION:

The Development Administrative Associate is a new member of ESYNYC's external affairs team and reports to the VP, Development & External Affairs. This new position is a critical role that will support initiatives and projects across the team. The ideal candidate is eager to learn and grow skills across multiple fields (including institutional fundraising, individual giving, fundraising events, communications, and advocacy); is a strong team player; is highly organized; and has the ability to work with different team members on a variety of projects and tasks.

This is a great role and organization to learn about development, communications, food education, and nonprofit administration.

RESPONSIBILITIES INCLUDE:

- Support key initiatives and special projects across the department, including campaigns, events, and fundraising initiatives
- Support team operations, including maintaining our CRM (customer relationship management), which supports donor and relationship management, team subscriptions, and scheduling
- Conduct prospect research across all streams, including individual, corporate, foundation, and government funding opportunities
- Provide logistics and on-site support as needed for events and donor site visits
- Track gifts, including management of credit card transactions and giving platforms, logging and depositing mailed contributions
- Prepare gift/donor reports and support revenue management
- Manage tax acknowledgments and help prepare donor correspondence as appropriate



- Manage department budget and expense tracking
- Provide some execution support on digital media initiatives, including updates to website, social media, and e-blasts
- Field general inquiries and/or ensure inquiries are directed internally in a timely manner
- Participate in cross-organizational teams, meetings, and initiatives

DESIRED QUALIFICATIONS:

Include, but are not limited to:

- Commitment to ESYNYC's mission and social impact
- 1-2 years of relevant experience
- Eagerness to learn and grow
- Well-organized and reliable; ability to work independently towards deadlines and move between multiple tasks
- Strong computer proficiency; experience with Google Suite, PowerPoint, Excel, Adobe Creative Suite, and/or Canva is a plus; experience with Salesforce or other CRM is a plus; experience with giving platforms like GiveLively is a plus
- Strong interpersonal skills; enjoys working in a collaborative environment
- Ability to be flexible in a fast-paced, entrepreneurial work environment
- Ability to exercise discretion and professionalism, particularly with donor information
- Willingness to work some evenings and/or weekends (note: ESYNYC has a comp time policy)

COMPENSATION/HOURS:

This is a part-time, non-exempt position. The compensation range is \$24-28 per hour, 25 hours a week. Benefits provided include sick/personal and vacation time.

TO APPLY:

To apply, please send a resume and cover letter to jobs@esynyc.org with your name and Development Associate in the subject line. All applicants must submit a resume and cover letter to be considered for this position.

Edible Schoolyard NYC is committed to a diverse workplace. People of color, racial and ethnic minorities, women, people with disabilities, veterans, and LGBTQ+ candidates are strongly encouraged to apply. Edible Schoolyard is an equal opportunity employer committed to a policy of equal treatment and opportunity in every aspect of its recruitment and hiring process without regard to age, race, ethnicity, color, national origin, religion, disability, veteran status, gender, and/or gender identity or expression, sexual orientation, unemployment status, or any other legally protected basis. Edible Schoolyard NYC provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.