Organization Information

GrowNYC is a 50-year-old environmental nonprofit organization - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life. GrowNYC Programs include:

- Our network of Greenmarkets, Farmstands, Fresh Food Box sites, and the work of GrowNYC Wholesale ensure that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like food scrap collection to make waste reduction, recycling, and composting easy for all.
- We build and support community and school gardens through volunteer days, technical assistance, training, grants and more.
- We provide 70,000 children each year with programs that provide meaningful interactions with the natural environment.

Development Operations Associate

The Development Operations Associate is a critical member of GrowNYC’s development team, providing administrative support that drives the day-to-day functions of fundraising efforts. The successful candidate must be a problem solver who creates efficiencies in departmental practices and ensures that accurate data is used to inform GrowNYC’s fundraising strategy.

Responsibilities (include, but are not limited to)

- Manage a large donor database and ensure excellent data integrity and systems by using Raiser’s Edge (RE) CRM software
- Manage all gift processing and donor acknowledgments
- Utilize WealthEngine software to:
  - update donor profiles;
  - collaborate on direct marketing campaigns;
  - coordinate transfer of accurate data into the database;
  - perform other duties as needed to help achieve GrowNYC’s mission.

Qualifications

- Experience with fundraising database management and Raiser’s Edge strongly preferred
- At least 1-2 year(s) relevant experience in development operations
- Self-starter with the ability to prioritize duties and manage their time effectively and efficiently
- Ability to work independently and as member of a team
- Interest in data management and CRM software applications
- Highly organized, superior attention to detail, and ability to follow-through

Applications

Apply for the Development Operations Associate position with a resume, cover letter, and three references here.

Interviews will take place on a rolling basis.

The deadline for applications is Sunday, November 29th, 2020.

For additional information, please see our website: grownyc.org

Contact

GrowNYC
P.O. Box 2327
New York, NY 10272

212-788-7900
- Enjoys working with people of all backgrounds
- Interest in GrowNYC’s mission and programming
- Ability to handle confidential information with the utmost discretion
- Excellent interpersonal and communication skills, both written and verbal
- Creative, energetic thinker, willing to jump in as a team member on diverse efforts
- Proficiency in MS Office, especially Excel and Word

**Position Details**

**Schedule:** The position is full-time (35-40 hours per week), Monday through Friday, and occasionally on weekends. Work can be done remotely.

**Compensation:** The position pays $42,000-$45,000 per year depending on experience and includes benefits (medical, dental, vision, life insurance, long term disability, pension plan, and paid time off).

*GrowNYC is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation, or physical disability.*