

POSITION ANNOUNCEMENT – Resource Development & Communications Associate—Rochester, NY

Company Overview

PathStone is a visionary, diverse organization empowering individuals, families and communities to attain economic and social resources for building better lives. Begun in 1969, PathStone is a private, not-for-profit regional community development and human service organization providing services to farmworkers, low- income families and economically depressed communities throughout New York, Pennsylvania, New Jersey, Ohio, Indiana, Vermont, Virginia and Puerto Rico.

Our Mission is to build family and individual self-sufficiency by strengthening farmworker, rural and urban communities. PathStone promotes social justice through programs and advocacy.

Position Summary

PathStone is developing and implementing a robust strategy to increase the revenue and visibility of the organization. Our plans call for a talented achiever to join us as an integral part of our work and supporting a full range of resource development activities that back and enhance the short and long term strategic efforts of the department. This would include support and assistance with database management, fundraising events, donor relations and prospect research, visibility and communications.

The Development Associate serves as both administrative and project support to the Director of Resource Development and keeps the Resource Development efforts for PathStone strong, organized and well-positioned by providing administrative and logistical support as well as interacting with both internal and external audiences.

This role calls for the ability to navigate a wide range of activities and scenarios and most importantly requires a desire to develop, initiate and maintain processes that allow for the smooth, effective running of all operational elements of the department. The position balances administrative and operational tasks and therefore requires a tremendous attention to detail, multitasking under pressure in a fast paced environment, yet also an ability to see the larger picture. We are seeking a candidate that has a love of fundraising, wants to build a career in the field and has incredible project management skills. This role requires a strong self-starter able to perceive and anticipate department and organizational needs and develop processes and projects to accommodate those needs.

Position Requirements

The Development Associate is responsible for providing logistical & administrative support to specific fundraising and resource development initiatives, including data base management, data entry, special events, donor relations and prospect development. The position will also work closely with other internal teams to support PathStone’s fundraising and visibility activities.

This position is also responsible for:

- Processing and managing all development gifts, pledges and pledge payments and prepare regular fundraising progress reports
- Maintaining the donor database as it relates to processing gifts; tracking prospects; managing preparation for events and donor meetings; and generating appeals and acknowledgements
- Information and spreadsheet management and reconciliation pertaining to goals, sensitive donor information, other projects that require attention to detail.
- Providing logistical and administrative support in the planning and execution of all events



- Executing project management of development activities including meetings, presentations and projects for the Resource Development office and PathStone leadership and Board.
- Ensuring that gifts are recorded and processed in a way that reflects the donor's intentions and aligns with appropriate categorizations for appeals and funds
- Managing all development-related correspondence and mailings including, but not limited to, e-campaigns, e-communications, and e-newsletters.
- Developing and managing production of internal and external visibility tools such as marketing collateral, presentations and all other materials as directed.
- Maintaining all financial records for the department and monitors budget.

Required Skills

Previous Experience and Degrees

- Associates or Bachelor Degree and/or equivalent experience in non-profit fundraising with prior project, research & administrative assistant experience required ; interest in social services, fundraising or the non-profit experience, proven project management experience preferred
- 3-5 years of experience in a professional setting
- Spanish speaking a plus

Database Management & Reporting

- Must be competent in eTapestry or similar donor management program
- Excellent experience with Microsoft Suite --including mail merges; strong Excel Spreadsheet and strong data base management
- Must be a critical thinker to develop comprehensive reports

Donor Relations

- Ability to professionally interact with donors, board members, volunteers and prospects as needed in conjunction with any upcoming large efforts
- Experience with research and familiarity with Development/Fundraising tools is significant plus-Foundation Center, Lexis Nexis, Donor Search, Relationship Science

Communications

- A demonstration and track record of strong writing and communications skills are a must
- Must be able to draft business materials and PowerPoint presentations
- Experience with WordPress and in social media

Project Management

- The ability to plan, prioritize and balance the work load of several projects simultaneously in a fast-paced environment is essential.
- Capable of working in a fast-paced environment

Specifications

PathStone provides a competitive salary and fringe benefit program. The position is available immediately. Base salary is \$36,056.59 with a significant range based upon demonstrated experience and qualifications. To apply, please email a detailed cover letter and resume to:

Lucy Cook
 PathStone Corporation
 400 East Avenue
 Rochester, New York 14607
 lcook@pathstone.org
 (585) 340-3378



**Individuals interested in applying for this position must submit a resume to the above listed supervisor on or before:
2/9/18**

Authorization Number: 011-18

Year Round:
Seasonal/Temporary:
Full Time:
Part Time: # of hours/wk ____

Budgeted Project Code(s) for the Position:

<u> A0006 </u>	<u> % 100 </u>
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