

<b>Job Title</b>	<b>Development &amp; Operations Associate</b>
<b>Reports to</b>	<b>Director of Development</b>
<b>Location</b>	<b>Brooklyn, NY</b>
<b>Status</b>	<b>Part-Time</b>
<b>FLSA Status (OT eligibility)</b>	<b>Exempt</b>

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Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of girls and women. Through youth organizing, leadership development, and community-building for gender and racial equity, GGE challenges structural forces – racism, sexism, transphobia, homophobia, economic inequality – that work to constrict the freedom, full expression, and rights of trans and cis girls and young women and gender non-conforming youth of color.

Girls for Gender Equity is hiring an **Development & Operations Associate** to support overall fundraising efforts. This includes, but is not limited to supporting the annual appeal, individual gift solicitation, online giving, acknowledgements and financial tracking, database input and report generation, strategic planning, and fundraising events.

#### **WHAT YOU’LL DO:**

##### **Development - general**

- Assist in the coordination and implementation of fundraising solicitations and campaigns
- Draft donation acknowledgement and appeal letters
- Document development procedures
- Assist in development of grant proposals
- Assist in grant administration
- Development software administration (EveryAction, GSuite, Monday.com)
  - Data entry
  - Setting up and running reports
- Creating process documents
- Email template creation
- Event setup
- Events
  - Support volunteer events through creation of online tracking mechanisms, event reminders, and follow-up communications
- Support major fundraising events
- Communications
  - Engage with funders and supporters on social media
- Draft fundraising specific messaging
- Create collateral for fundraising activities
- Assist in the creation and publication of electronic newsletters and Annual Report
- Other duties as assigned

##### **Operations- general**

- Support the Chief Operating Officer with scheduling and other operational tasks
- Visit the GGE office in Brooklyn twice a month for check deposits and other office tasks.

#### **WHAT YOU’LL BRING:**

- Bachelor's degree or relevant experience in a public facing role, fundraising, marketing, and/or communications.
- 1-2 years of experience in fundraising or administration at a nonprofit organization
- Experience coordinating events
- Familiarity with CRM (constituent relationship management) software
- Familiarity with philanthropic trends
- Familiarity with Adobe Acrobat
- The work requires some manual labor; must be able to lift 35lbs, bend, twist, and walk long distances
- Proficient in Microsoft Office Suite
- Possess strong attention to detail and ability to work independently and as part of a team
- Demonstrated ability in successful multi-tasking and coordination with minimal supervision
- Organizational skills, attention to detail, and clear written/verbal communication
- Ability to work on multiple tasks with varying deadlines

**WHO YOU ARE:**

- Committed to intersectional equity. An ability to lead across differences and model a commitment to continuous learning and exploration of race, equity, inclusion and cross-cultural competency in the workplace
- Flexible, adaptable, and comfortable working in a fast-paced, nonprofit environment.
- Resourceful professional who builds efficient systems, takes initiative, and reliably implements sound strategy and decision making.
- Able to work independently with minimal supervision and as part of a team.

**Desired but Not Required:**

- Lived experience with school pushout, the criminal legal system, navigating gender, gender-identity, and/or racial equity issues.
- BIPOC and Gender Expansive Folx **HIGHLY** encouraged to apply

**Compensation and Benefits:** This is a part time position. \$35/Hr and 25-30 hours per week, and can be performed remotely.

**Limitations and Disclaimer:** The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE's mission, vision and work, please visit <http://www.ggenyc.org>, and @ggenyc on Twitter and Instagram

**How to Apply:**

**All applications will be received via email. No phone calls or snail mail, please.** All applications must include (in PDF format):

- Resume

- Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, etc.)

E-mail applications to: [JoinTheTeam@ggenyc.org](mailto:JoinTheTeam@ggenyc.org)

Subject Line: **Development Associate/YOUR NAME**

**Application deadline is December 31, 2021.**

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.