

Randall's Island Sports Foundation, Inc.
Job Opening Notice

Posting Dates: 12/12/11 – Until filled

Title: Development Associate

Salary Range: \$35,000 - \$45,000

Benefits: Vacation, sick leave, and medical insurance following 90 day introductory period

Length: Monday – Friday, 40 hours per week

Work Location: 24 West 61st Street, 4th Floor

MAJOR RESPONSIBILITIES

- Coordinate and implement fundraising activities including corporate and foundation development, major gifts, donor relations, special events, and direct mail.
 - Manage and support key communications and relationships with donors and foundations through report, proposal, and letter writing.
 - Oversee and execute data entry of relevant information for gifts, pledges, grants and other fundraising opportunities.
 - Support other development and communications activities as assigned.
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QUALIFICATION REQUIREMENTS

1. Bachelor's Degree.
 2. Three or more years of experience in non-profit fundraising.
 3. Proficiency with Microsoft Office applications.
 4. Strong communications and writing skills.
 5. Excellent planning and organizational skills, as well as strong attention to detail.
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PREFERRED SKILLS/QUALIFICATIONS

1. Proficient with Excel spreadsheets, formulas and formats.
 2. Motivated and punctual, able to work both independently and as part of a team.
 3. Experience with Raiser's Edge.
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To apply, please submit cover letter & resume to:

Daeman Di Stefano, Director of Finance & Human Resources
Randall's Island Sports Foundation, Inc.
24 West 61st Street, 4th Floor
New York, NY 10023
Telephone: (212) 830-7722
Fax: (212) 830-7710
Email: daeman.distefano@parks.nyc.gov



The Randall's Island Sports Foundation, Inc. is an Equal Opportunity Employer.