

# SMEL | Stimulating Minds through Entrepreneurship and Leadership

## JOB DESCRIPTION

**POSITION:** Development Associate  
**DEPARTMENT:** Administration  
**LOCATION:** 115-15 Farmers Blvd, St. Albans, NY 11412  
**REPORTS TO:** CEO  
**SALARY:** \$50,000 annually  
**SCHEDULE:** 10:00 am – 6:00 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.

**JOB SUMMARY:** The Development Associate is responsible for increasing funding and to support the activities of a robust, cause-driven charitable organization, dedicated to strengthening the foundations of community through youth development, healthy living and social responsibility the overall development, implementation, and supervision of Stimulating Minds through Entrepreneurship and Leadership after-school and/or summer camp programs.

### EDUCATION, EXPERIENCE AND REQUIREMENTS:

- One to two years progressive professional experience, preferably in a nonprofit setting.
- Minimum of Bachelor's degree required.
- Must have superior written, oral communication, presentation, organizational, interpersonal and computer skills including experience with relational donor databases, preferred and familiarity with digital/social media communications of all kinds.
- Proven ability to manage multiple projects capably.
- Must work flexibly and positively with colleagues and volunteers.
- Must be able to lift 25 pounds.
- Computer Skills should include proficiency in MS Office (Excel) and Word Press.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in proactively identifying and researching prospective donors, analyzing and compiling information using a broad range of data sources and techniques.
- Assist in the analysis of philanthropic and wealth screening data to identify and qualify potential funders.
- Participate in prospect review and strategy sessions assisting in creative, long-term strategy development.
- Effectively utilize and help manage the database and record keeping systems for information storage and retrieval ensuring data integrity and information flow.
- Monitor industry, business, financial and other news relevant to principal and leadership prospects and share with colleagues as needed.
- Assist in the Coordination of all agency special events.
- Liaison with Community Based Organizations (CBOs).
- Donor relationships and correspondence.

### EOE

### HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Development Associate" to [careers@smelny.org](mailto:careers@smelny.org). No phone calls, please.

*Please be advised that job offers can only be made once your clearances come through*