



**Position:** Development and Communications Associate  
**Location:** New York, NY  
**Reports to:** Development and Communications Manager  
**Hours:** Full-time, 40 hours per week

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### **About Jericho Project**

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 34-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 400 units of supportive housing including 7 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. A new residence at Walton Avenue in the Bronx is under construction.

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### **About the Position**

Jericho Project is seeking a Development/Communications Associate who will support the work of the Development and Communications Department. He/She will have an important role in agency fundraising and communications activities. Reporting to the Development/Communications Manager, the Development/Communications Associate will be responsible for providing administrative support to a busy and high-energy Development Department.

The job duties will focus primarily on the management of fundraising operations for the organization, which will include grant writing, supporting the preparation of grant proposals/reports, donor database management, donor correspondence and compliance and prospect research.

#### **Responsibilities:**

##### **Grant Development & Management**

- Develop and manage annual fundraising calendar
- Using grants management database, track submissions, awards and reporting
- Support executive level staff, including the CEO, with prospect research, writing letters of intent, grant applications and grant reports.

##### **Donor Management**

- Manage donor database including donation input, donor tracking and acknowledgment systems.
- Manage departmental communications and administrative tasks including, but not limited to thank you letters, emails and responses to donor requests for information.
- Draft and disseminate donor correspondence.
- Research and prepare reports on individual donor prospects.
- Manage departmental communications and administrative tasks including, but not limited to, thank you letters, emails and responses to donor request for information.
- Process all contributions and reconciles gifts with the Finance Department.

##### **Special Events & Marketing**

- Support department in the planning and execution of cultivation and fundraising events
- Responsible for disseminating and tracking event invitations, tickets, etc.
- Logistical planning for volunteer events (volunteers, invitations, catering, material preparation, etc.)
- Manage Jericho's website and works with the team to provide engaging content on Jericho's social media platforms.
- Manage Jericho E-Mail Communications via Constant Contact.

#### Other

- Support the executive staff with the organization's volunteer groups (Young Professionals Council (YPC) and the Jericho Advocates) with the coordination of meetings and events.
- Provide administrative and clerical support including meeting logistics, filing, taking meeting notes, maintaining office supplies, phone calls, and other duties.
- Supervise college interns.
- Will be assigned other tasks and duties reasonably related to job responsibilities.

#### Requirements:

- Bachelor's Degree.
- 2-3 years of experience working in a nonprofit development office.
- Knowledge of writing grant applications and request for proposals
- Knowledge of mass-mailings and direct mail a plus.
- Experience using fundraising databases.
- Highly proficient in Microsoft Office, Excel, Outlook
- Proficiency in Email marketing software (Constant Contact and/or MailChimp)
- Highly organized, detail-oriented and self-motivated
- Advanced research skills; familiarity with various internet research tools.
- Strong analytical skills; familiarity with data tracking and performance management.
- Ability to work effectively in a fast-paced, performance-driven environment.
- Ability to communicate and interact efficiently with multiple constituents and stakeholders.
- A commitment to the mission and values of Jericho Project.

#### Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

#### How to Apply:

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department  
 Jericho Project  
 Job Code: **Development and Communications Associate**  
 245 W. 29<sup>th</sup> Street, Suite 902  
 New York, NY 10001  
 Fax 646.624.2301  
[careers@jerichoproject.org](mailto:careers@jerichoproject.org)

#### No Phone Calls Please.

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*