



**Position:** Development and Communications Associate  
**Location:** New York, NY  
**Reports to:** Director of Development and Communications  
**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 39-year-old nonprofit serves over 2,900 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 580 units of supportive housing including 9 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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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. The incumbent will have an important role in agency fundraising and communications activities. Reporting to the Director, 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 administrative assistance, grant writing, supporting the preparation of grant proposals/reports, donor database management, donor correspondence and compliance and prospect research.

### **Responsibilities:**

#### **Donor Management**

- Manage donor database including donation input, donor tracking and acknowledgment systems.
- Draft and disseminate donor correspondence.
- Research and prepare reports on potential corporate grants and 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**

- Manage Jericho's website, social media platforms and works with the team to provide engaging content.
- Support department in the planning and execution of fundraising events
- Support departments in the cultivation and maintenance of donors and donor relationships
- Logistical planning for events (volunteers, invitations, catering, material preparation, communications, etc.)
- Manage Jericho E-Mail Communications via Constant Contact.

### Administrative

- Support the executive staff with the organization's volunteer groups (Jericho Project's Associate Board of Directors [JPAB] 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.
- 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:

The hourly rate for this position is **\$24.03 (\$50,000.00 annualized)**. Jericho Project offers a competitive and comprehensive benefits package.

### COVID Guidelines:

The Jericho Project is committed to ensuring the safety of its staff, interns, vendors and clients. As per the CDC guidelines' full compliance, all new/incoming staff are required to be fully vaccinated and possess the ability to provide documentation upon their 1st day of hire.

To be fully vaccinated means:

1. 2 weeks after their second dose in a 2-dose series such as: Pfizer or Moderna.
2. 2 weeks after a single-dose vaccine, such as: Johnson & Johnson's

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

### 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)