

the *Fresh Air* fund

because a summer can last a lifetime™

The Fresh Air Fund has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit volunteer host families in rural and suburban communities along the East Coast and Southern Canada or attend five Fresh Air camps on more than 2,000 acres in Fishkill, New York, and participate in year-round leadership and educational programs. The Fresh Air Fund is an independent not-for-profit agency.

The Fresh Air Fund is recruiting a Development Assistant.

The Development Assistant plays a critical role in the Development Department, performing data entry and providing administrative support to the Director of Development, and other department staff as needed.

DUTIES/RESPONSIBILITIES

Data entry:

- Process all donations, including checks, credit cards, and stock and matching gifts received at The Fund's offices; enter information into the development database in accordance with best practices.
- Resolve issues with check or credit card donations that cannot be processed, through appropriate outreach to donors.
- Provide excellent customer service to donors who call The Fresh Air Fund to make donations, request removal from mailing list, or have general questions about the organization.
- In coordination with the Development Operations Manager, ensure accurate transfer of donor and gift information from caging operation into database.
- Prepare acknowledgments to major donors; customize as needed under the direction of the Development Director.
- Update major donor information in database.

Administration:

- Answer phone for the Director of Development.
- Coordinate scheduling and perform other tasks for the Development Director as assigned.
- Coordinate materials/documents for Development Committee meetings and the Development report for Board meetings.
- Code invoices for payment and ensure timely payment through Finance.
- Manage State Registration process.
- General assistance, as needed, to ensure productivity of development team.
- Serve as back up to Executive Assistant for phone and additional admin needs when required.
- Assist with donor mailings as needed.
- Assist with donor and prospect research as necessary.
- Assist with the coordination of special events as needed, including preparation leading up to the event and day-of-event coordination.
- Other projects, as needed, to assist The Fresh Air Fund.

REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree; experience working in a non-profit office setting a plus.
- Enthusiasm for the mission of serving children in New York City's low-income communities
- Excellent interpersonal skills; able to represent The Fund well via phone and email
- Excellent organizational skills with strong attention to detail
- Excellent computer skills (Microsoft Office - Excel, Word, PowerPoint); comfort with learning new systems and technologies; experience with development databases a plus
- Team player
- Handles pressure with grace and diplomacy; able to anticipate problems and present solutions quickly.
- Occasional evening hours and weekend work required as necessary.

To apply, please email resume and cover letter to DevJobs@freshair.org with **Development Assistant** in the subject line. No calls please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.