

JOB DESCRIPTION: DEVELOPMENT ASSISTANT (August 2022)

POSITION DESCRIPTION: The Development Assistant is a key member of a small Development team working to ensure the **Sugar Hill Children’s Museum of Art & Storytelling** and its community-based sponsor, **Broadway Housing Communities** achieves long-term financial sustainability. This full-time position reports to the Director of Development, is responsible for ongoing administrative and fundraising tasks and works with staff across the diverse organization. This position offers the opportunity to become deeply engaged with the fundamental strategic processes and implementation of fund development.

Broadway Housing Communities (BHC) is a pioneering nonprofit advancing high-impact innovations in Housing + Education + Art since 1983 in West Harlem and Washington Heights, neighborhoods where deep poverty, homelessness, and unequal public education continue to be enduring manifestations of contemporary racism and inequality. Ten years ago, BHC was inducted as a Settlement House, uniting with a progressive network of community-based agencies advancing justice and equity across NYC. (See websites: [Sugar Hill Children’s Museum of Art & Storytelling](#) and [Broadway Housing Communities](#))

When opened in 2015, the **Sugar Hill Children’s Museum of Art & Storytelling** became the cultural capstone of the Sugar Hill development that also includes 124 deeply affordable apartments and the Sugar Hill Museum Preschool. This distinctive community museum is dedicated to nourishing the dreams, and natural creative intelligence of young children – preparing them to become global citizens and architects of a more equitable future. Its mission democratizes access to culture by providing intergenerational experiences with art exhibitions, art making, and immersive storytelling; engagement with artists; and opportunities for civic engagement.

RESPONSIBILITIES:

- Manage fundraising database (Blackbaud Altru), including update of donor records and preparation of reports (quarterly, annual, financial and ad hoc).
- Prepare donor acknowledgements.
- Responsible for gift and expense processing, including liaising with finance.
- Conduct individual and institutional prospect research to ensure steady pipeline.
- Assist with the preparation and coordination of donor appeals, grant submissions and report materials.

- Engage with program and visitor services staff to gather metrics and anecdotes that enhance appeals, requests and reports.
- Assist with solicitation mailings, including year-end appeals and membership acquisition.
- Support all aspects of coordinating special events for donor cultivation, annual celebration, and member events, including being on-site for all events.
- Overall administrative and support assistance to the Development Department.
- Design basic communications, invitation, flyers, PowerPoint presentations, and reports.
- Support the Board Development Committee meetings.

QUALIFICATIONS/REQUIREMENTS:

- B.A. degree.
- Interest in the field of arts/education/social justice/affordable housing.
- Two to four years' experience in a nonprofit development office is a plus.
- Strong communication skills including in writing and speaking.
- Attention to detail and accuracy in the creation of high quality work products.
- Experience in fast-paced professional environments; ability to take the initiative and meet deadlines.
- Experience with Microsoft Office, including Excel, Word and PowerPoint, Google Suite.
- Experience working with CRM software, including Blackbaud Altru or other fundraising database programs is a plus.
- Enthusiasm for fundraising and genuine interest in the development field as a career path.
- Works well as a member of a team, as well as independently.
- Proven ability to handle confidential information.
- Fluency in Spanish is a plus.

BHC requires all staff be fully vaccinated against COVID-19, which includes receiving all booster doses as staff become eligible for the same. The Development Assistant is required to adopt a hybrid schedule (3 days onsite and 2 days remote) pursuant to BHC's Hybrid Office Policy.

APPLICATION:

To apply, please email resume, cover letter and one professional writing sample, with salary requirements to resumes@bhc.org with the subject line "Development Assistant" and your last name. Salary commensurate with experience starting from \$45,000. Excellent comprehensive benefits package. We are an equal opportunity employer. No phone calls, please.