Development Associate

West Harlem Environmental Action Inc. a/k/a WE ACT for Environmental Action is hiring a Development Associate to lead fundraising events like our annual Gala and Earth Day 5k, manage our donor database, and help develop new fundraising strategies and initiatives.

WE ACT has had immense significant recent success in increasing individual donations and event sponsorships as a percentage of our budget. Our plans for organizational expansion require us to continue to grow unrestricted event and donor funds rapidly, and to think creatively about ways to reach new donors and better engage with existing ones. The Development Associate will play a critical role in growing and diversifying the financial support for our local and national environmental justice campaigns and thought leadership.

The Development Associate reports to the Director of Development, and will also work closely with WE ACT leadership to develop and implement fundraising strategy. They will also collaborate with staff in our NY and DC offices to develop donor communications and grant proposals/reports.

Major responsibilities will likely include the following:

**Event Planning and Coordination:** Lead WE ACT’s fundraising/cultivation events include the annual Gala, WE ACT’s Uptown Chats series, and our Earth Day 5k. Work with the Development Director to add new donor cultivation and fundraising events to the calendar.

**Database Management and Software:** Help maintain the integrity of our donor database, Raiser’s Edge, and manage additional software for donations and events.

**Donor Engagement Strategy:** Work with the Director of Development to develop new approaches to growing our donor base and to retaining new donors.

**Donor Prospecting and Research:** Using software and searching online, conduct research on potential WE ACT donors to guide donor engagement strategy.

**Intern Supervision:** Supervise the work of volunteers and interns in order to help expand the capacity of the Development team.

**Board Interaction:** Help support the work of the Board of Directors by acting as a staff liaison on fundraising events.

**Development Writing:** Write events communications, and support Development team members on some grant proposals and fundraising appeals.

**Qualifications**

- Strong written and verbal communication skills, including donor-centric writing across a range of media.
- Excellent critical thinking and strategic skills and the ability to work autonomously.
- Ability to interact and build relationships with staff, Board members, donors, and community members.
- Experience with event planning and/or project management.
- Attention to details.
- Ability to meet deadlines in a fast-paced environment.
- Adobe InDesign skills a plus.
- Experience with fundraising software, especially Raiser’s Edge, a plus.
- Development experience is preferred.
- Commitment to WE ACT’s mission, preferably through prior experience with environmental justice, environmentalism, and/or social justice engagement.

**WE ACT for Environmental Justice**

WE ACT’s mission is to build healthy communities by ensuring that people of color and/or low income residents participate meaningfully in the creation of sound and fair environmental health and protection policies and practices.

**Compensation and Hours**

This is a full-time position, with some evening or weekend work schedules based on need. Occasional travel may be required, including to WE ACT’s Washington DC office. The anticipated annual salary is $58,500.00 and includes paid vacation and health benefits.

**How to Apply:**

Please email your cover letter, resume, and two writing samples (writing samples should feature different genres of writing and/or different content and should be relevant to this position’s duties) as a PDF to our Director of Administration and Human Resources, Evelyn Joseph, at evelyn@weact.org. Phone calls will not be accepted.

**WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, and LGBTQ communities.**