



## **POSITION DESCRIPTION:**

### **Development Assistant**

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

The Development Assistant reports to the Director of Individual Giving and works closely with the Development staff to coordinate activities related to membership, major gifts, corporate, foundation giving, and annual operating fundraising efforts.

#### **Responsibilities Include**

- Providing general administrative support to the development team, especially Individual Giving, Corporate, and Foundation Giving
- Accurate and timely entry of all donor data, correspondence, contacts, address corrections, etc. into *The Raiser's Edge*
- Ensuring daily processing of all donor gifts, coordinating with Office Assistant and Accounting & Database Coordinator as appropriate
- Coordinating and executing mailings
- Responding to and/or routing donor and member inquiries
- Drafting donor correspondence and acknowledgment letters as needed
- Maintaining organized, up-to-date donor and gift record files
- Sourcing and ordering supplies as requested, and in advance of special projects
- Scheduling and coordinating meetings
- Submitting matching gift requests and retrieving matching gifts online, as needed
- Providing research on donors and prospective donors
- Assisting with preparation of proposals, reports, and briefings
- Producing reports, queries, exports, lists, and mail merges as assigned by the Database Administrator
- Assisting with other tasks as needed

#### **Qualifications**

Candidate must have strong interpersonal skills and be highly detail-oriented, organized, and able to handle multiple projects at once. A high level of computer and Internet literacy, including experience with *The Raiser's Edge* and Microsoft *Word*, *Excel*, and *Outlook*, as well as an aptitude for mastering new computer applications, are essential. Bachelor's degree and 2 - 3 years of relevant experience is required.

#### **To Apply**

Please submit a cover letter and resume to: [jobs@thehighline.org](mailto:jobs@thehighline.org). Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.