



Development Assistant

The South Bronx Overall Economic Development Corporation's (SoBro) mission is to enhance the quality of life in the South Bronx by strengthening businesses and creating innovative economic, housing, educational and career development programs for youth and adults.

SoBro's programs include spurring economic development, building affordable housing, adult education, workforce development, helping at-risk youth to succeed, and producing other positive outcomes for South Bronx residents and employers.

As we approach our 50th anniversary in 2022, SoBro intends to become a 21st community and economic development organization doing vital work in the communities we serve, incorporating the values of equity, sustainability, strong business practices and advocacy into the foundation of this anchor institution.

Overview of the Position

Reporting to the Vice President of Development the Development Assistant supports the Development Department as well as SoBro's administrative office by providing administrative, clerical, and customer service support to Sobro's executive and fundraising staff. This is a part time position.

Responsibilities include:

Social Media & Communications

- Manage SoBro's Facebook, Twitter, Instagram, and YouTube accounts. Collect and organize pictures and material for communications, create and schedule daily posts
- Develop and implement social media goals and plans, analyze the efficacy of our social media presence, and prepare reports
- Support development team in other communications including e-newsletters, website, and mailers
- Data Management
- Update and maintain donor database daily
- Support the development team in donor reporting and research; develop and maintain tracking systems as needed

Events

- Collaborate with development team to support event management, including creating and managing event ticket sales web pages, promoting events, soliciting raffle and auction items, creating guest lists, managing check-in stations, etc.
- Accounting and Financial Tracking
- Assist in paying bills; processing and filing accounts receivable and accounts payable
- Collect and process credit card receipts and reimbursement requests from all staff Administrative
- Reception-related duties, including answering and screening calls, responding to and appropriately forwarding emails and media inquiries, managing mail
- Basic office support tasks, including placing orders, making copies, filing, ordering office supplies, and maintaining general office organization and cleanliness

QUALIFICATIONS

- Bachelor's degree in communications or related field
- Six months or more of demonstrated experience performing related duties in a nonprofit/social service setting, with a proven track record of excellence in organization, time management, and attention to detail
- Superior written and verbal communication skills and a good eye for design
- Familiarity with social media and current social media trends
- Professional computer skills, proficiency in Microsoft Office Suite and Raisers Edge or similar donor management system
- Commitment to SoBro's mission
- Ability to work special events which may include evenings

Job Location

SoBro, 555 Bergen Avenue, 3rd Floor, Bronx, NY 10455

SoBro's offices are fully accessible via public transportation – we are just one quarter block from the #2 and #5 subway trains in the heart of the South Bronx's commercial district.

Salary

Commensurate with education and experience.

How to Apply

Interested parties should:

- Apply within the hosting jobsite (preferred)
- Send resume to Esther Gonzalez, SoBro, 555 Bergen Avenue, Bronx, N.Y. 10455

NO PHONE CALLS FROM AGENCIES OR RECRUITERS PLEASE!

SoBro provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities.

TTY/TDD: 1-800 662-1220 / Voice Relay: 1-800-421-1220