Leadership, Education and Athletics in Partnership (LEAP)

**JOB DESCRIPTION: DEVELOPMENT AND MARKETING ASSOCIATE**

**Description of the Organization:**
For 25 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the poorest inner city neighborhoods in America. As the largest youth agency in our city, we provide academic supports, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as Senior and Junior Counselors to our younger students and Leaders in Training (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

**General Purpose:**
We are looking for a committed, highly organized individual who is excited to join a hard-working mission-driven Development team. As Development and Marketing Associate, you will participate in the implementation of a development program to help support LEAP’s $2.3 million annual budget. The development office is engaging in a mindful expansion to strengthen and grow LEAP’s fundraising through the increased and improved cultivation, solicitation and stewardship of individuals, corporations, foundations and government agencies. As Development and Marketing Associate, you will be responsible for the management of all development office systems and administrative functions, including our database, as well as communications and marketing via social media and press. As a key part of our Development team, you will participate in all aspects of LEAP’s development program including major events planning, our newsletter and other publications, and stewardship of major donors.

**Distinguishing characteristics, features, requirements:**
This is a full-time, 40 hour per week position. The position is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside entities.

The Development and Marketing Associate must be detail oriented, highly organized, and self-motivated. The Development and Marketing Associate must be able to keep track of several administrative processes simultaneously, input large amounts of information into our database accurately, handle all correspondence with donors, and effectively manage marketing efforts including gathering and disseminating information efficiently.

**Supervision:**
Receives general direction, coaching, and performance evaluation from the Director of Development.

**Important and essential duties:**
- Track, record, and acknowledge all donations in LEAP’s Raiser’s Edge database.
- Maintain department organizational systems, gifts and grant recognition, and database administration.
- Provide administrative support to the Director of Development by carrying out administrative assignments as required.
• Produce and manage all social media and some website content including strategizing, gathering the relevant information and posting frequently.
• Participate in writing, creating and managing production of all LEAP publications, such as LEAP’s newsletter, press releases, appeals, and web content.
• Help manage department mailings.
• Communicate effectively with donors via phone, email and mail.
• Photograph events and programming for use in media material.
• Manage press coverage and media relationships.
• Manage and track all department expenses.
• Assist in the planning and facilitation of LEAP fundraising events.
• Meet established deadlines.

Qualifications:

• Ability to manage multiple projects and systems, including communications strategy, administrative and office duties, processing all gifts, and managing the database.
• Ability to function and thrive in a highly collaborative and fast paced environment.
• Ability to prioritize and manage time wisely.
• Ability to interface with diverse constituencies, including funders, local community members and all levels of the organization.
• Knowledge of computer software applications including Microsoft Word, Excel, and PowerPoint. Proficiency in Publisher and social media applications. Knowledge of Raiser’s Edge is not required but interest in learning to manage a database is important.
• Demonstrates tact and discretion in preparing, disclosing, and handling confidential information.
• Demonstrates effective verbal and written communication skills.
• Is highly organized.
• Ability to communicate clearly and distinctly with visitors and telephone callers.
• Ability to work independently, prioritize effectively and make sound decisions while remaining flexible.

Education and training:
Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying.

Education:
Bachelor’s degree or higher from an accredited institution.

Salary:
Salary commensurate to experience and other qualifications.

To Apply:
If you are interested in this position please send a letter of interest, your resume and a short writing sample to jobs@leapforkids.org. If you have questions, you may email your questions to the same email address.

Additional information about the organization is available via www.leapforkids.org.

~LEAP is an equal opportunity and affirmative action employer~