



50 East 168th Street, Bronx, New York 10452

[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Development and Program Associate  
**Location:** 50 East 168<sup>th</sup> Street, Bronx, NY 10452  
**Reports to:** Director of Strategic Initiatives

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

#### **Job Summary:**

WHEDco seeks a Development and Program Associate with a background in nonprofit fundraising, administration, program or events coordination, or similar experience. A background in affordable housing development, social service, youth development and education, and/or community development is a plus. This position will be supervised by the Director of Strategic Initiatives and will play a central role in supporting the capacity of the development team and WHEDco's programs to build relationships with donors, agencies, and partners, and to identify and pursue funds from foundations, corporations, government, and individual sources. This position will help conduct department administration and will play a supportive role in fulfilling cross-programmatic administration and management needs.

While the majority of the responsibilities of this position are related to the Development Department, this position will involve providing administrative support to multiple programs and to senior management. The best candidate for this position will be flexible, responsive, and comfortable with direction by more than one person. We are seeking a dynamic team-player who will be interested and capable in performing administrative and nonprofit management-related tasks, and who can assess a given project and work quickly, thoroughly, and independently to complete it.

#### **Primary Responsibilities:**

- Work with the Fiscal Department to timely process grant checks, individual donor contributions and other gifts;
- Write effective thank-you and acknowledgement letters;
- Assist in maintaining current and accurate database of foundation, corporate, and other agency donor records;
- Compile materials to submit to funders to comply with requirements of contracts and grants;
- Assist Director of Strategic Initiatives with the planning and implementation of individual giving programs, including special events and donor tours;

- Assist Director of Strategic Initiatives with volunteer coordination and engagement;
- Assist Research, Policy and Evaluation team in occasional basic data collection and entry, and other special projects as applicable;
- Attend and take accurate minutes of managers' meetings;
- Help set up and coordinate supplies and logistics for managers' meetings and directors' meetings;
- Coordinate regular office supplies and business cards orders;
- Write grant proposals and reports.

**Qualifications:**

- Associate's Degree required, Bachelor's Degree preferred;
- At least one year of experience in development/communications/business; experience in a nonprofit setting desirable;
- Detail oriented and organized with an ability to stay on top of projects, meet deadlines, and follow-up and through with multiple people and tasks;
- Able to follow directions, seek guidance when needed, and then complete work independently
- Positive, can-do attitude;
- Comfortable interacting with staff at all levels of the organization and with diverse personalities and working styles ;
- Familiarity with Microsoft Office, donor management systems such as Donor Perfect Online, and Adobe Creative Suite highly desirable;
- Excellent written and verbal communication skills;
- Track record of demonstrating sound professional judgment and discretion;
- Ability to work efficiently and effectively in a collegial and fast-paced environment;
- Flexibility and willingness to work as part of a team as well as independently.

**Excellent benefits and competitive salary based on experience.**

**No telephone calls please.**

To respond, send a cover letter and resume to one of the following:

Email: [dcassociate@whedco.org](mailto:dcassociate@whedco.org) with "Development and Program Associate – [YOUR NAME]" in the subject line.

Mail: WHEDco  
 50 E. 168<sup>th</sup> Street, Suite 1  
 Bronx, NY, 10452;  
 Attn: Director of Strategic Initiatives  
 Fax: 718-839-1170