



EVERY DAY IS A MIRACLE

Position: Development Associate

Job Description: EVERY DAY IS A MIRACLE (EDM) is seeking a fundraising professional to start the Development and Communications team. The Development Associate is an exciting position that includes but not limited to special events, fundraising, and communications responsibilities that would promote and build a dynamic team of communications and development professionals. Reporting directly to the Chief Executive Officer, this position will play an essential role for EDM as we work to expand our fundraising initiatives.

Organization overview: Every Day is a Miracle is a 501(c)(3) non-profit organization that dedicates its efforts to helping low-income families overcome socio-economic difficulties, improve quality of life, and become productive citizens. Since 2008, we have stood as a pillar of hope for countless children, adults, and seniors living in poverty. Our vision for a brighter future and our tremendous success to date has garnered us the recognition and admiration of leaders in public office and in the non-profit sector. For more information on our various programs and past initiatives, please visit www.edmny.org.

Position Summary

The Development and Communications Associate will support fundraising and communication activities and will also oversee the management of the donor base, Salesforce. The position will interface with various organization partners and represent a major factor on the team. The Development & Communications Associate will also support year-end campaign, appeals activities, and corporate partners and grant submissions.

Under the direction of the Executive Director, the Associate will support the EVERY DAY is a MIRACLE programs by writing grants and funding proposals, cultivating funding prospects, representing the program to major donors, partners, and potential partners, and providing event, communications, and administrative assistance. This is a new position that will assist the organization in developing and diversifying new revenue sources for EVERY DAY is a MIRACLE while nurturing and expanding current funding relationships. The Fundraising & Development Associate will report to the Executive Director and has no direct reports.



EVERY DAY IS A MIRACLE

Primary Responsibilities:

Development and Communications

- Conduct research and lead prospecting efforts to expand the pool of corporate prospects for sponsorship, grant support, and cause marketing. Create and maintain a pipeline of possible corporate and foundation partners by identifying key institutional decision-makers and proactively reaching out to companies/funders to establish new partnerships.
- Assist with production of all fundraising events including event planning, coordination, timelines, run of show, committee management, etc.
- Support the submission of foundation requests including proposal writing, scheduling site visits and preparing meeting materials
- Write copy for email communications, newsletters and other marketing materials
- Coordinate and maintain archive of photos, videos and work with staff to keep up-to-date photos of clients, program activities, volunteer projects, and special events
- Support the overall administrative and fundraising efforts of the Development Department, including donation entry and thank you letters
- Other duties as assigned based on department and/or organizational need
- Must be flexible and open to changing needs and priorities.

REQUIRED KNOWLEDGE, SKILL AND EXPERIENCE:

- Bachelor's Degree required; focus on communications, marketing, or non-profit management preferred.
- Minimum of 2-4 years fundraising experience, strong experience with special events preferred.
- Excellent communications skills, both oral and written, are required. Ability to adapt writing style to EDM's organizational voice important.
- Results-oriented with demonstrated personal successful donor cultivation and solicitation experience with a range of donors, including individuals, corporations and foundations; speaking preferred
- Demonstrated history of successfully meeting fundraising goals and experience in institutional grants management, sponsorship, or cause marketing
- Demonstrated direct responsibility for raising significant funds for other non-profit organizations
- Ability to multitask and manage multiple production timelines while being adaptable to change.
- Ability to be self-directed and autonomous while equally comfortable working collaboratively as a member of a dynamic team.
- Previous experience with CRM databases, such as Salesforce, mailchimp and survey monkey preferred



EVERY DAY IS A MIRACLE

Salary: \$25-30 hourly-base on experience

Pay may depend on skills and/or qualifications

Work Location:

- Flexible-Remote/site location
- Some travel expected within Bronx

Benefits:

- Work from home days
- Flexible schedule
- Professional development assistance

This Company Describes Its Culture as:

- Outcome-oriented -- results-focused with strong performance culture
- People-oriented – supportive, respectful and fairness-focused
- Team-oriented -- cooperative and collaborative

Thank you in advance for taking the time to apply to EVERY DAY IS A MIRACLE.

EVERY DAY IS A MIRACLE, INC is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

To apply please forward your cover letter and resume to

[Maria Estrada-mestrada@edmnyc.org](mailto:Maria.Estrada-mestrada@edmnyc.org). No phone calls