



Youth-led change for a healthy future

Position Title: Development and Data Assistant

Reports to: Development Director

Organization Overview:

The Sylvania Center's (TSC) mission is to teach young people about the connection between food and health through nutrition-focused, culinary-based programming. It helps children and teens take control of their health through better food choices and encourages them to be healthy food advocates in their communities.

The Sylvania Center works in under-resourced neighborhoods, engaging students from 4-24 years-old and families. TSC partners with community-based organizations, schools, and local businesses in all five boroughs of New York City, the Hudson Valley, and the Capital District. A 501(c)3 nonprofit organization, TSC has a full-time staff of eight and a part-time staff of about 30 with an operating budget of \$1.3 million. Since its founding in 2007, TSC has served more than 35,000 participants.

Job Overview:

The Sylvania Center is currently seeking a full-time **Development and Data Assistant** to join our team to provide support with fundraising, fundraising operations, and data management. Reporting to the Development Director, the position requires an organized, energetic, results-oriented person. The position will focus on updating and maintaining donor data, generating reports, effectively communicating with donors and the board of directors, assisting with special events, and supporting the department in fulfilling its annual fundraising plan. This is an ideal position for someone who is looking to join a growing organization and learn about fundraising, partnership development, and non-profit management.

We are a diverse group of food loving individuals who proudly support our mission of healthy food education. By joining our team, you will get:

1. An organization that believes and invests in employee growth, development, and success. More than 70% of staff have been promoted to the next level of responsibility at our organization.
2. A generous time off package, including 15 vacation and 5 personal days, 11 holidays, sick leave, and a paid week off at the end of the calendar year.
3. Employee healthcare benefits with 80% employer contribution.
4. Free staff lunch when on-site at the Bronx office.
5. Opportunity to travel within New York City and to our farm in the Hudson Valley.

Responsibilities:

- Assist the Development Director with administrative and logistical tasks that support all funding streams, including individual giving, foundations, corporations, and special events.
- Manage a Salesforce database by maintaining accurate donor records and generating reports to assist with ongoing cultivation and stewardship of donors.

- Assist with grant proposal submissions including research and submitting applications in accordance with deadlines.
- Support with donor communications by preparing timely acknowledgment letters, event invitations, donor follow ups, and other related correspondence.
- Gather and synthesize research on major donors, prospective funders and/or sponsors, event attendees, and other key stakeholders.
- Maintain board files and assist with scheduling meetings and distributing materials for board-related meetings.
- Provide logistical and administrative support in the overall planning and execution of annual fundraising events.
- Other duties as assigned.

Qualifications and Skills:

- 1-3 years of work experience in nonprofit fundraising or a related field
- Experience with Salesforce CRM/database management
- Strong verbal and written communications skills
- Strong analytical and research skills
- Proficient in Microsoft Office, including Excel and PowerPoint, and Google Workspace for business, including Google Slides and Sheets

You should apply to this position if you are:

- Energized by working collaboratively with a small team
- A professional with a keen attention to detail and exceptional organizational and problem-solving skills
- A lifelong learner who considers new tasks growth opportunities
- Flexible, open-minded, and a highly engaged team player
- Able to manage multiple projects simultaneously and consistently meet deadlines
- Discrete with sensitive material
- Able to work a few evenings and weekends as necessary to get the job done
- Passionate about food education, food justice, and food access

Compensation and Work Hours/Location:

The Sylvia Center offers competitive wages. This is an Exempt, full-year salaried position offering \$58,500.

This position is a hybrid work role. Business hours are flexible, but are generally 9am-5pm Monday - Friday. Occasional evening and weekend work is required to support organizational fundraising and programmatic events. Current office days in the Bronx are Tuesday and Wednesday with remote work the rest of the week. Ability to travel between program sites and regionally may be requested.

To Apply:

Candidates should email their resume and a cover letter to The Sylvia Center info@sylviacenter.org. Please include the position title in the email subject line. The Sylvia Center is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law. Individuals must be vaccinated against Covid-19 to work at TSC sites.