Creating Healthy Communities
Through the Power of Cooking

The Sylvia Center
Job Description

Title: Development Assistant
Reports to: Data and Development Associate
Terms: Part-time, Nonexempt (approx. 20 hours/week)
Location: Hybrid – NYC (Bronx) & Remote

Organization Overview

The Sylvia Center (TSC)'s vision is to create healthy communities through the power of cooking. Our mission is to educate young people and families through culinary programming that promotes health and well-being. Our organization empowers children and teens to take control of their health through better food choices and encourages them to be healthy food advocates in their communities.

TSC partners with community-based organizations and schools to deliver nutrition-focused culinary programming across all five boroughs of New York City, the Hudson Valley, and the Capital District. A 501(c)(3) nonprofit organization with an operating budget of over $2 million, TSC serves youth ages 2–24 and their families, and has reached more than tens of thousands of participants since its founding in 2007.

Position Overview

The Sylvia Center is seeking a highly organized and detail-oriented Part-Time Development Assistant to support fundraising operations, donor stewardship, data management, and administrative functions within the development team. Reporting to the Data and Development Associate, this role plays an essential part in maintaining accurate donor records, supporting appeals and events, and ensuring smooth day-to-day development operations.

This is an excellent opportunity for someone early in their nonprofit career who is passionate about mission-driven work, highly organized, and eager to contribute to a growing team. This position offers hands-on exposure to donor relations, fundraising operations, and nonprofit systems.

Responsibilities

Donor Data & Systems Management

- Maintain accurate donor records in Salesforce.
- Support data hygiene projects including deduplication and standardized naming conventions.
- Assist with gift entry, donor reports, and donor list generation.

- Run routine data audits and support ongoing system improvements.

Development Operations & Support
- Assist with logistical needs for fundraising mailing campaigns (yearend, spring appeal, etc.).
- Support development inbox triage and donor communication follow-up.
- Prepare donor files, stewardship materials, acknowledgement letters, and meeting packets.

Event Support
- Assist with planning, tracking, and executing fundraising events.
- Support event registration, data tracking, materials preparation, and onsite logistics.
- Help prepare event follow-up communications.

Research & Prospecting
- Conduct research on individual, corporate, and foundation prospects.
- Gather background data to support cultivation strategies.

Communications & Administrative Support
- Update and organize Mailchimp contact lists.
- Support collection and organization of program content to aid in storytelling.
- Maintain organized development folders and systems in Google Drive.
- Perform additional duties as needed to support the development team.

Responsibilities may vary based on organizational priorities and fundraising cycles.

Qualifications:
- 0–2 years of experience in nonprofit development, administrative support, or related field (internship experience acceptable).
- Strong organizational skills and attention to detail.
- Ability to prioritize and manage multiple tasks.
- Experience with Salesforce, Mailchimp, or similar CRM platforms preferred.
- Proficiency with Google Workspace.
- Strong written and verbal communication skills.
- Positive, proactive attitude and willingness to learn.
- Demonstrated commitment to The Sylvia Center's mission and values.

Compensation & Work Environment:
This is a part-time, nonexempt position of approximately 20 hours per week, with a hybrid schedule combining Bronx-based and remote work. The pay range for this position is $20-23 per hour.

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To Apply:
Please email your resume and a cover letter to info@sylviacenter.org. Include the position title and your last name in the 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.