



The Family Center (TFC) envisions a future where all New Yorkers thrive in secure healthy communities. Our mission is to provide holistic care and support to individuals and families affected by life-altering events to create a path to healing, stability and a fulfilling future. Please visit our website at www.thefamilycenter.org for more information.

The Family Center seeks a **full-time Development Associate** to play a critical role in identifying, growing, and maintaining revenue streams through processes that engage the Board of Directors, Leadership Council, institutional funders, individual donors, and external partners. This position supports core functions that drive both restricted and unrestricted fundraising efforts, contributing directly to the long-term strength and visibility of the organization. This position reports to the Director of Development & Communications.

As a member of a small, mission-driven team, the Development Associate must be a detail-oriented project manager who thrives in a **fast-paced, deadline-driven environment**, juggling multiple initiatives and timelines simultaneously. They will work closely with staff across departments and diverse constituent groups—including clients, families, and donors—to further TFC's mission.

Responsibilities

- Manage donation data entry and timely generation of donor acknowledgment letters
- Maintain data integrity and generate donor/fundraising reports in Raiser's Edge NXT
- Create metrics and dashboards to inform fundraising strategies and track performance
- Coordinate with finance team on donation reconciliation and revenue tracking
- Maintain accurate, segmented mailing lists for appeals and campaigns
- Draft compelling grant proposals, LOIs, and reports to current and prospective funders
- Collaborate with program directors to gather reporting data and impact stories
- Maintain a comprehensive grants calendar tracking deadlines, submission, and deliverables
- Conduct ongoing prospect research to identify and evaluate new funding opportunities
- Align proposals and reports with TFC's priorities and evolving needs of communities served
- Support all Board of Directors' fundraising efforts, including maintaining financial reports
- Serve as primary liaison to the Leadership Council and help leverage networks for support
- Track donor engagement and support cultivation, solicitation, and stewardship cycles
- Engage with clients and community members to ensure fundraising reflects constituent voice and needs
- Draft and manage donor communications in alignment with the broader strategy
- Plan and deploy email campaigns, appeals, and newsletters using Mailchimp
- Contribute to multi-channel campaign messaging (print, digital, email)
- Support execution of annual fundraising campaigns: write appeal letters, prepare and manage segmented mailing lists, coordinate mail merges, and liaise with mail houses
- Manage website content and updates in coordination with team and consultants
- Translate complex programmatic work into compelling stories and messaging
- Contribute to public communications strategy aligned with strategic plan



- Stay current on emerging best practices in nonprofit fundraising and digital engagement
- Support the planning and execution of major fundraising events, including the annual Spring Soirée
- Manage vendors, timelines, and deliverables across multiple events
- Finalize materials and visual elements with designers and printers
- Track event-related revenue (e.g., tickets, sponsorships, donations)
- Create and maintain RSVP forms, donation forms, and other event-related submission tools
- Provide onsite support from setup to breakdown
- Provide logistical and communications support for programs such as Financial and Tech Empowerment sessions
- Execute concurrent projects across departments while meeting tight deadlines
- Support miscellaneous projects such as organization wide initiatives, annual reports, presentations, meeting prep, note-taking and documentation, and administrative tasks

Required Qualifications

- Knowledge of Raiser's Edge NXT, Microsoft Office Suite, Google Workspace, and Mailchimp
- Ability to interact with a wide range of organizational stakeholders from diverse backgrounds (including community members, Board members, donors, funders, press, volunteers, clients, etc.) with professionalism, discretion, and empathy
- Excellent written and verbal communications skills
- Grant writing and/or event planning and execution strongly preferred
- Ability to work a hybrid schedule that requires flexibility on weeknights and weekends
- Strong attention to detail and highly organized
- Skilled at multitasking
- Thrives in managing multiple projects in a fast-paced, deadline-driven, and collaborative environment
- Flexible and willing to work in a variety of work environments
- Proactive, and self-motivated with strong time management skills
- Punctual, reliable, collaborative team player with a can-do attitude

Desired Qualifications

- Bachelors or Master's Degree in progress
- Conversational Spanish
- An eye for design

Location: This position is eligible for hybrid work. Our office is located at 493 Nostrand Avenue, Brooklyn, NY.

Schedule: full-time, non-exempt

Starting Salary Range: \$50K-56K per year

Benefits: The Family Center offers a highly competitive benefits package, which includes medical, dental and vision insurance, Long-Term Disability insurance, a 403(b) retirement plan, a pension plan, a Flexible Spending



Account (FSA), Life Insurance, commuter benefits, a tuition reimbursement program, paid federal holidays, summer Fridays and other early leave days throughout the year, a generous vacation policy, and extensive professional training and development opportunities.

The Family Center is a registered 501(c)(3) nonprofit, and is an eligible employer for the Public Service Loan Forgiveness Program.

How to Apply

Please email your resume and cover letter with salary requirements to jobs@thefamilycenter.org and put "Development Associate" in the subject line.

Equal Opportunity

The Family Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.