



Development Assistant (Part time) JOB DESCRIPTION

About RHI: For nearly 15 years, [Red Hook Initiative](#) (RHI) has nurtured young people in Red Hook, Brooklyn, to be inspired, resilient and healthy, and to envision themselves as co-creators of their lives, community and society. The organization is rich with recognition - for excellence in nonprofit management, for serving as the epicenter of [post-Hurricane Sandy relief](#), and for cutting edge approaches to [bridge the digital divide](#) - and is steadily growing.

Summary/Description: The Development Assistant works in concert with RHI's development team to support the processing of grants, sponsorships and gifts. The Development Assistant will be responsible for recording daily transactions and supporting routine communications with donors. The ideal candidate will use his or her attention to detail and to ensure that RHI's development systems run smoothly so that the organization can continue to serve over 5,000 Red Hook residents each year. This position initially requires 15 hours per week, with the opportunity for more hours depending on organizational needs and performance. The precise schedule is flexible within the hours of 9am-6pm Monday-Friday; a regular schedule will be determined mutually upon hire.

Reports to: Development Coordinator

Responsibilities:

- Maintain accurate and timely records of donations in donor database;
- Process donations in accordance with RHI accounting protocol;
- Draft donation reports and tax acknowledgments;
- Record new contacts and maintain current records in database;
- Assist with development mailings and outreach; and
- Other duties as assigned.

Skills, knowledge, and abilities:

- Excellent organization, multi-tasking, attention to detail, and research skills;
- Highly motivated with ability to thrive in a fast-paced environment;
- Proactive with ability to work independently and to problem-solve;
- Strong alignment with Red Hook Initiative's mission to empower youth from low-income and underserved communities;
- Desire to pursue a career in development or in nonprofit management preferred;
- Adaptable, flexible, and good sense of humor.

Experience and qualifications:

- Some relevant fundraising or communications experience preferred;
- Experience using Salesforce preferred; and
- Red Hook resident or prior involvement with the Red Hook community preferred.

To Apply: Please email a cover letter and resume to apply@rhicenter.org with "Development Assistant" in the subject line.