

- **Position Title:** Development Associate
- **Position Status:** Full-Time

- **Location:** NYC
- **Start:** March 2019

About Code Nation

Code Nation (codenation.org) equips students in under-resourced high schools with the skills, experiences, and connections that together create access to careers in technology. With a volunteer teaching corps that includes hundreds of professional web and software developers, Code Nation mobilizes the tech community to provide tuition-free coding courses and work-based learning programs that promote career readiness.

Founded in 2012 (and formerly called ScriptEd), Code Nation currently reaches approximately 1,500 students per year in 46 high schools in New York City and the San Francisco Bay Area.

Who We Want

We are looking for a Development Associate to join our NYC team. The ideal candidate wants to contribute to the success of a nonprofit committed to education and tech equity. The Development Associate helps drive fundraising efforts by supporting all facets of our development strategy and operations, including database management, gift processing, prospect research, and other administrative tasks. We are looking for someone who is independent, detail-oriented, and a self-starter. Along with the Development Team, the Associate will work closely with finance, communications, and programs to gain a broad understanding of fundraising at a growing nonprofit.

Responsibilities

Fundraising Support

- Execute projects and tasks to support corporate giving, major gifts, grants, and the annual appeal.
- Conduct prospect research on potential individual and institutional donors.
- Produce high-quality written communications to external stakeholders, including corporate partners, institutional funders, and major gift donors.
- Provide support to the Development Team in advance of donor meetings by preparing presentations and organizing background information.

Development Operations

- Serve as the Salesforce Data Lead for the development team; maintain the integrity of the development team's data and serve as the point-of-contact for Salesforce related needs.
- Ensure systems are in place for proper cultivation, solicitation, stewardship of donors, including our database system and donor-facing communication.
- Perform critical day-to-day administrative tasks for the development team, including gifts processing, donor acknowledgments, and scheduling funder meetings.
- Maintain the grants calendar for the development team and coordinate with finance and programs on reporting.

Qualifications

- 1 year of experience in non-profit development.
- Working knowledge of fundraising processes.
- Proficiency in Microsoft Office and Google Suite (especially Google Docs and Google Sheets).
- Proficiency with Salesforce (preferred) or other CRM databases.
- Strong project management and organizational skills, with an ability to juggle competing priorities.
- Excellent and culturally competent communication skills, both written and verbal.
- Ability to work independently and comfort in a start-up environment.
- Strong analytical skills and proven success in applying them in a fast-paced environment.

Compensation

Salary commensurate with experience. Includes a competitive benefits package.

How to Apply

Please send your resume and cover letter to apply@codenation.org with the subject line, "Development Associate - NYC". All qualified applicants will be considered, but only those selected for an interview will be contacted.

Code Nation strives to build a staff and board that reflect the cultural diversity of the communities and neighborhoods we serve. Code Nation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.