Van Cortlandt Park Alliance (VCPA), the nonprofit working in support of Van Cortlandt Park in the northwest Bronx, seeks a Development Associate who is familiar with CRM databases, has strong writing skills, and an interest in social media management. This is an exciting opportunity for someone who is organized and energetic with enthusiasm for urban parks, cultural programming, and the environment.

**Responsibilities:**
- Database management: Primary user of customer relationship management software (CRM) Bloomerang: tracking donations, entering donor records, ensuring data integrity, managing lists
- Process donations, prepare acknowledgements, and manage other correspondence
- Manage mailings (e.g. generate lists, mail merges, etc.)
- Draft, track, and manage Foundation and Corporate proposals
- Draft Government grants and assist in preparing reimbursement reports
- Assist with VCPA fundraising events
- Create fundraising content for VCPA website, EventBrite, Givebutter, and social media
- Support all fundraising campaigns and initiatives as needed
- Represent VCPA at events inside and outside the park
- Provide office support and other tasks as needed
- Participate as part of the VCPA team in all educational, community, and other events.

**Requirements:**
- College degree. Graduate degree is a plus.
- Nonprofit development experience (including experience using CRM)
- Ability to work independently, manage logistics, and solve problems
- Strong written and verbal communication skills
- Organized and detail-oriented
- Valid Driver’s License
- Proof of Covid-19 vaccination

**Salary:** $45,000-$48,000 per year depending on experience, plus health benefits and matching Simple IRA contributions after 90 days.

**Reports to:** Deputy Director

Send resume and 3 references to christina@vancortlandt.org. Applicants will be interviewed until the position is filled.

**Van Cortlandt Park Alliance**
Preserves, supports, and promotes the recreational, ecological, and historical value of Van Cortlandt Park. The organization raises funds to support the park, oversees 2,000+ volunteers per year, educates over 1,000 students, and provides cultural and environmental programming for the public, encouraging them to become stewards of their beloved green resource in the Bronx.

For more information, visit vancortlandt.org.