

### ABOUT NEW CITY KIDS

New City Kids is a high energy, creative program for and with youth in Jersey City, NJ that is unique in trusting teens with leadership. It is a joyful place filled with laughter and hard work, and has an excellent staff of dedicated adults who love children. We employ local high school students as interns to lead an excellent and unique music-focused after school center and summer camp for children ages 6-13, which provides a platform for a whole host of development opportunities for children. As kids and teens engage New City Kids, we come alongside them and invite them to know the power of the gospel and to become disciples of Jesus Christ.

### POSITION SUMMARY

The Development Associate will increase New City Kids' visibility through the development of relationships with prospective supporters, developing marketing materials for the website, planning supporter-oriented events, and more. The Associate will work with in the development team at New City Kids: Jersey City, interacting with the children in the after school program, Teen Life Interns, programming staff and support community representing the organization on a high level. The position requires a high-energy, detail-oriented person with a passion for sharing the cause of empowering at-risk youth in the inner city.

### SCOPE AND RESPONSIBILITIES

#### **Donor Engagement (20 hours)**

- Develop relationships with 30+ supporters and be the main relational contact point.
- Support the Development Director in maintaining a system where supporters are assigned, thanked, and cared for by a member of the team who cultivates the relationship and presents ministry needs.
- Work with the Development Director to create opportunities for new and existing supporters to engage with New City Kids' community in exciting and meaningful ways. Research and develop prospects in the NYC and greater metro area by networking, event invitations, or other donor engagement opportunities.

#### **Church Engagement (5 hours)**

- Prospect for potential new church partnerships.
- Attend 5-7 church visits/yr presenting the mission of New City Kids and engaging supporters.
- Spearhead relationships with 20-25 partnering churches including planning church visits, maintaining regular communications and updates with supporting churches and facilitating opportunities for churches to be involved with the organization.
- Engage with church supporters to maintain a system where they are engaged.
- Send a prayer letter with an update at 4-6 times per year.

#### **Volunteer Coordination (5 hours)**

- Lead minimum of 6 volunteer orientations, including background checks. Ensure volunteers have positive experiences through regular communication.
- Coordinate volunteer experiences for minimum of 10 on-going volunteers, inviting these individuals to additional NCK events. Track all volunteer hours.
- Plan and lead 3 workdays per year for volunteer groups.
- Coordinate 3 in-kind donations/drive: snacks, dinners, instruments, etc.

#### **Marketing & Outreach (10 hours)**

- Market fundraising events including coordination, press releases, etc.
- Lead the marketing effort to hit attendance goals for each event.
- Support events including logistics, movement of personnel and equipment.
- Follow up with leads from events, sending qualified prospects to Development Director.
- Keep marketing materials up to date across all channels.
- Develop new marketing materials as needed; keep current materials updated.

### QUALIFICATIONS

- Bachelor's degree required; Development or sales experience preferred
- Aligned with New City Kids' mission, values, and statement of faith – [newcitykids.org/statement-of-faith](http://newcitykids.org/statement-of-faith)
- Able to coordinate logistics and bring together a diverse group of people for an event
- Willing to bring what you have to make a real difference in the world and can clearly communicate the urgency of our mission
- Excited about bridging the gap between thinking like a donor and passionately telling our youths' stories with a demonstrated ability to work on a diverse, multi-cultural team

### DETAILS

- **Compensation Range:** \$35,000 to \$50,000 depending on experience, plus benefits
- **Hours & Location:** Jersey City, NJ - Full-time; some evenings and weekends
- **Supervisor:** Development Director

**To apply, please send cover letter and resume to Rachel at [hiring@newcitykids.org](mailto: hiring@newcitykids.org)**