

DEVELOPMENT & MARKETING ASSISTANT

The development and marketing assistant will be an integral part of a small team of development and marketing professionals who work to promote Poets & Writers' programs, advance its mission, and to raise contributed income. The assistant helps to track and acknowledge donations; supports the administration of the Friends of Poets & Writers program (over 2,000 members); coordinates logistics and scheduling for meetings of the Board and Board committees; provides administrative assistance for special events, including our annual gala; and supports development and marketing staff on a range of other activities.

The position requires attention to detail and outstanding organizational ability. Database management is a key part of the job, so a commitment to maintaining clear and accurate information is essential. This is a great opportunity for an aspiring development professional to be a part of a highly-productive fast-moving team and to gain exposure to many aspects of development work, especially membership and special events. Full-time position in our New York City office; reports to the Director of Development & Marketing. (Note: Currently all staff are working remotely; we anticipate returning to our offices as soon as feasible.)

RESPONSIBILITIES

The Development Assistant will be called upon to support a range of development and marketing tasks, including but not limited to:

- Gift Processing and Donor Acknowledgement
 - Record gifts and pledges in Donor Perfect
 - Generate timely, accurate donor acknowledgement letters
 - Provide timely, accurate internal reports
- Board Scheduling and Logistics
 - Maintain a calendar of all Board and Board Committee meetings
 - Schedule meetings, including polling Board members for their availability, setting up online meetings, and providing reminders
 - Ensure that all members have meeting materials prior to meetings
 - Maintain Board contact lists
- Special Events
 - Provide assistance to every aspect of our annual dinner, including:
 - Tracking solicitations, pledges, and contributions
 - Providing accurate reports, including weekly sales reports
 - Providing timely and accurate invoices and acknowledgment letters
 - Tracking guest information (guests lists, preferences, etc.) to ensure a flawless event
 - Maintaining event data in donor database that is accurate and complete



- Similarly, assist with other special events, including Patrons Circle events, readings, awards presentations, and celebrations
- Attend and help to run all special events
- Administrative and Other
 - Maintain departmental records, including electronic and paper files
 - Assist in generating timely, accurate monthly renewal mailings (both online and direct mail) for Friends of Poets & Writers to maintain our high rate of renewal
 - Support end-of-year and other periodic campaigns, both online and direct mail, to acquire new Friends and reengage lapsed members
 - Assist as needed with the preparation of proposals and reports to foundations and government funding agencies
 - Assist in donor stewardship, communications, and recognition
 - Proofread development and marketing materials
 - As a member of a small, highly-productive team, become familiar with all department procedures so as to provide assistance and back-up to other team members as needed

QUALIFICATIONS

- One to two years development or administrative experience, ideally in a nonprofit setting
- Proficiency with Microsoft Office applications (especially Word and Excel)
- Experience with donor databases strongly preferred
- Familiarity with e-marketing tools also helpful
- Excellent written and verbal communications
- Detail oriented, with outstanding organizational skills and the ability to take projects from assignment through completion
- Ability to provide exceptional service to Friends and other donors
- Discretion and dedication to safeguarding donor relationships
- Strong proofreading skills
- Interest in contemporary literature

Compensation & Benefits

- Salary: \$40,000
- Medical, Dental, Vision Insurance
- Life Insurance, Long-term Disability
- 403(b) Pension Plan
- Three weeks paid vacation (increases to four weeks with tenure); four personal days; ten paid holidays; up to ten sick days

TO APPLY

Please send resume and cover letter to Rachel Schuder at rschuder@pw.org; include “Development Assistant” in subject line. Attachments should be .doc or .pdf; other file types will not be opened.

Poets & Writers is an Equal Opportunity Employer, committed to a building a diverse and inclusive staff. Individuals from all backgrounds are encouraged to apply, including veterans and those with disabilities.

ABOUT POETS & WRITERS

Founded in 1970, Poets & Writers marked its 50th Anniversary in 2020. It is respected and trusted as the primary source of information, support, and guidance for poets, fiction writers, and creative nonfiction writers. As we begin our sixth decade, our vision is that Poets & Writers will empower writers and strengthen literary communities in every corner of the United States.

Our mission is to foster the professional development of poets and writers, to promote communication throughout the literary community, and to help create an environment in which literature can be appreciated by the widest possible public.

We advance this mission through our flagship publication, *Poets & Writers Magazine*; pw.org, a website that provides trustworthy advice, information, and a lively online community for writers; the Readings & Workshops Program, which pays writers fees for giving readings and leading workshops throughout New York and California, as well as in eight cities outside those states; Poets & Writers Live; and awards for writers including the Jackson Poetry Prize and the Maureen Egen Writers Exchange Award.

We are guided by our core values: service, inclusivity, integrity, and excellence. Poets & Writers is committed to becoming an anti-racist organization. Learn more at pw.org.

As of 1/18/21