

DEVELOPMENT & MARKETING ASSOCIATE

The Development & Marketing Associate will be an integral part of a small team of fundraising and marketing professionals who secure contributions and promote Poets & Writers' programs—all in service to advancing the organization's mission and achieving its vision, which is to empower writers and strengthen literary communities in every corner of the United States.

The Development & Marketing Associate supports the organization's institutional fundraising efforts and the administration of the Friends of Poets & Writers (over 2,000 individual members); serves as Board liaison on scheduling matters; 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 keen attention to detail and outstanding organizational ability. Database management and record keeping are key parts 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 multiple aspects of development work.

This is a full-time position in our New York City office with opportunity for advancement. Reports to the Director of Development & Marketing and is eligible for all benefits offered to full-time employees, including medical, dental, vision, and life insurance, a 403(b) plan, and paid time off, as outlined in the Employee Handbook. Must be flexible to work from home and in our Manhattan office as needed, plus occasional evenings and weekends for special events.

RESPONSIBILITIES

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

- Institutional Fundraising
 - Maintain annual grant calendar
 - Support grant writing process
 - Prepare support materials for grant applications and reports
 - Manage submission process for grant applications and reports
- Friends Program
 - Generate timely, accurate monthly renewal mailings (both e-mail and direct mail) to Friends of Poets & Writers to maintain our high rate of renewal
 - Generate timely, accurate donor acknowledgement letters
 - Maintain accurate records in DonorPerfect, our donor database
 - Provide timely and accurate reports
 - Support end-of-year and other periodic campaigns, both e-mail and direct mail, to acquire new Friends and reengage lapsed members



- Board Scheduling Liaison
 - Maintain a calendar of all Board and Board Committee meetings
 - Schedule meetings
 - Compile and distribute meeting materials
 - Maintain Board contact lists

- Special Events
 - Contribute to the success of our annual dinner with meticulous communications and data management, including:
 - Track solicitations, pledges, and contributions in DonorPerfect
 - Provide accurate reports, including weekly sales reports
 - Provide timely and accurate invoices and acknowledgment letters
 - Manage guest communications and track guests lists, meal preferences, etc. to ensure a flawless event
 - Maintain accurate and complete event data in donor database
 - 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
 - Compile documents pertaining to donations for organization's annual audit
 - Assist in donor stewardship, communications, and recognition
 - Proofread development and marketing materials
 - Become familiar with all department procedures in order to provide assistance and back-up to other team members as needed

QUALIFICATIONS

- Two to three years development or administrative experience, ideally in a nonprofit setting
- Detail oriented, with outstanding organizational skills
- Excellent written and verbal communications
- Ability to take projects from assignment through completion and to manage multiple projects simultaneously
- Proficiency with Microsoft Office applications (especially Word and Excel)
- Experience with donor databases strongly preferred
- Familiarity with e-marketing tools also helpful
- Ability to provide exceptional service to Friends and other donors
- Discretion and dedication to safeguarding donor relationships
- Strong proofreading skills
- Interest in contemporary literature
- Upholds P&W's values—service, integrity, inclusivity, and excellence—and shares our commitment to antiracism.

Compensation & Benefits

- Salary: \$45,000
- 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 Associate” in subject line. Attachments should be .docx 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

Poets & Writers is the primary source of information, support, and guidance for poets, fiction writers, and creative nonfiction writers throughout 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.

Poets & Writers Magazine is the leading publication of its kind, serving a readership of 100,000. Our website offers extensive free resources to help writers navigate the literary marketplace and a lively online community. Our programs include Readings & Workshops, which grants \$200,000 per year to pay writers for giving readings and leading writing workshops in small towns and big cities across the country; Mapping the Maze, an online workshop that demystifies the publishing process and helps writers chart a path to publication; and Get the Word Out, a publicity incubator for debut authors. We sponsor the Jackson Poetry Prize and Maureen Egen Writers Exchange Award.

We are guided by our core values of service, inclusivity, integrity, and excellence and are committed to becoming an antiracist organization. Learn more at pw.org.

As of 06/30/22