



Development and Communications Coordinator
New York, NY

Salary: Commensurate with experience and qualifications; competitive vacation and health benefits

Education: Bachelor's degree

Location: New York, NY

Language: English

Type: Full Time

Other: Knowledge of squash is a plus

Organization Overview

StreetSquash aims to help each child realize his or her academic, athletic and personal potential through long-term, rigorous programming in academic tutoring, squash instruction, college preparation, literacy enrichment, community service, and one-on-one mentoring. Serving 250 Harlem and Newark public school students in grades 6-12, and over 100 alumni in college, StreetSquash boasts a 100% high school graduation and 98% college or post-secondary program matriculation rate, as well as a college/post-secondary program completion rate above 70%. Through high expectations and strong support, we help our students achieve greatness.

Our team of dedicated, diverse professionals is committed to giving each staff member meaningful responsibility in a cooperative working environment with support for everyone's ideas. We do our best to foster personal and professional growth, not only in our young people, but in each other as well. Learn more about us at www.streetsquash.org.

Position Summary

We are seeking a dedicated, proactive, and organized Development and Communications Coordinator to join our team. Reporting to the Director of Development and Communications, this person will work with the Development and Communications Department in executing and continually refining the organization's development and communications strategies. This person will play a critical role in improving our outreach efforts, building awareness of our organization, and supporting the growth of StreetSquash's support base. This person will be responsible for: drafting communications aimed at StreetSquash's constituencies, including donors, partners, family participants and others; offering meaningful support during all special events and fundraisers; inputting data and supporting donor stewardship; overseeing the organization's social media platforms; supporting the production of marketing materials and the annual report; contributing to website maintenance and all electronic media; and assisting the organization's leadership in various aspects of fundraising. The right candidate must communicate a sincere passion for our mission while working cooperatively with colleagues, building constructive relationships with all our constituencies, consistently taking initiative, thinking strategically and paying close attention to detail.

Responsibilities of this position:

- Support the Director of Development and Communications at all fundraising and cultivation events across Harlem and Newark, including pre- and post-event donor outreach and appreciation, as well as event set-up and run of show



- Support the creation of all electronic media including e-newsletters and e-blasts, including drafting these items and ensuring all content is consistent with our mission, values and standards
- Create content and maintain consistent presence across all social media channels, including Instagram, Facebook, Twitter, LinkedIn and YouTube
- Schedule and manage all photo shoots and organize all photos collected throughout the year to ensure that the program is accurately represented through this medium
- Support the management of StreetSquash database and fundraising platforms including Salesforce and Classy
- Support the creation, production, and mailing of the StreetSquash annual report, including data and content collection
- Support the identification of new donors through Salesforce research and squash community
- Support the development of the StreetSquash Young Leadership Committee, a network of young professionals dedicated to the mission and goals of StreetSquash
- Recruit and train StreetSquash volunteers on a monthly basis
- Support organization website maintenance and populate the StreetSquash blog and SmugMug
- Attend program events and assist as needed (e.g. set-up, photography, clean-up); Write up events for inclusion in the monthly newsletters, social media, and traditional media
- Produce donor acknowledgement letters and support organization's stewardship model
- Provide general administrative support

Interested candidates must submit a formal letter describing why they are passionate about StreetSquash's mission, what excites them about working at a youth development program that combines athletics, academics, college access and support, and why they would be a good fit for the position.

Attach the letter and resume, addressed to the hiring committee at StreetSquash, and send to dev@streetsquash.org.