Broadway Mall Association – Development Associate (hourly position)

The Broadway Mall Association (BMA) is the non-profit that advocates and cares for the landscaped malls on Broadway from 70th Street to 168th Street. BMA works in partnership with NYC Parks and community groups to maintain the malls. We also stage world class public art shows and install winter lighting on the malls.

BMA is currently seeking a Development Associate for 8-12 hours over 2-3 days per week. The position reports to the Development & External Affairs Manager. Duties include but are not limited to:

**Fundraising**
- Research on current and prospective donors, foundations, and corporations
- Assist senior staff in communication with donors, vendors, government officials, board members and the general public
- Help prepare informational and promotional materials for solicitations
- Maintain accurate accounting of fees, donations and other revenue

**Volunteer and Special Events**
- Facilitate special event planning and execution
- Assist with volunteer program event coordination and day-of logistics
- Represent BMA at volunteer events, walking tours and street fairs

**Marketing**
- Update and manage BMA’s Facebook, Twitter and Instagram with photos, articles, and relevant links
- Assist with drafting monthly e-newsletter content
- Support BMA’s public relations and marketing campaigns

**General Office Management**
- Log incoming mail and prepare outgoing mail
- Draft documents as needed
- Monitor office inventory and order supplies as needed
- Track expenses, sort receipts, and create expense reports
- Update and maintain mailing lists
- Data entry, preparing and updating spreadsheets, faxing, copying documents as needed
- Send packages/arrange for messenger service as needed
- Assist with office organization and filing
• Assist with completion of statistical reports as requested
• Assist with phone reception and messages on in-office workdays
• Other duties as assigned

REQUIRED QUALIFICATIONS
• Demonstrated written and oral communication skills
• Demonstrated ability to work independently and as part of a team
• Proficient in Google Workspace (Gmail, Google Drive, Google Docs, Google Sheets)
• Proficient in Microsoft Office (Word, Excel, PowerPoint)
• Ability and willingness to work occasional early mornings, evenings, and weekend days as requested

PREFERRED QUALIFICATIONS
• Experience with mass email service systems (such as Constant Contact)
• Proficiency in photo editing programs – Paint, Adobe Illustrator
• Experience maintaining a database system (such as Little Green Light)
• Experience working for a non-profit organization
• Experience in grant writing and reporting
• Clerical or administrative experience
• Bilingual Spanish speaker a plus

Compensation: This is a paid position at $15 an hour.
Except for volunteer events, work will be a combination of in-office and remote. Applicant must be fully vaccinated.
To apply, please send cover letter and resume in one pdf document Erin Powers at epowers@broadwaymall.org. For more information about the Broadway Mall Association, please visit www.broadwaymall.org.