

<b>Position:</b>	Development Associate
<b>Organization:</b>	Blanton-Peale Institute & Counseling Center
<b>Reports to:</b>	Director of Development
<b>Status:</b>	Full-time, Salaried, Exempt

*Blanton-Peale thrives on diversity and highly encourages applications from people of color and diverse identities. Blanton-Peale offers an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.*

This position is hybrid and includes flexible working arrangements in discussion with the supervisor.

## Responsibilities

**Summary of Position:** Blanton-Peale Institute & Counseling Center is seeking a Development Associate to manage fundraising-related activities, in collaboration with the Director of Development, President & CEO and external consultants. The Development Associate will be a key connector, on behalf of the Director of Development and the President & CEO, with donors, staff, members of the board of trustees, and other constituencies, including serving as the initial point of contact by email and phone and managing calendars. This position offers a growth opportunity for an early-career professional aspiring to work in a growing nonprofit that is expanding its development and marketing capacity.

The successful candidate will have a proven track record in project management, developing and maintaining fundraising systems, and leading and coordinating team projects. He/she/they will have a passion for making the world a better place by supporting mental, spiritual and societal wellbeing.

## Fundraising

- Manage Blanton-Peale's donor database (Bloomerang), including processing gifts, generating various lists and reports for end-of-year appeals, for event outreach, and for distribution of other print and electronic communications.
- Generate appeal letters and donor acknowledgements, both in print and online.
- Provide support and work with the events consultant to execute a successful annual Norman Vincent Peale Award Gala.
- Orchestrate smaller donor cultivation events during the course of the year.
- Work with the Director of Development to support the board in their fundraising efforts.
- Project manage print and digital communication pieces such as event materials, newsletter, annual report, program flyers, etc. in collaboration with the Director of Development, external graphic designer and other consultants.
- Update website content on an ongoing basis and develop regular email blasts, blogs, and social media posts.

## Administrative

- Respond to emails, answer phones, and provide scheduling support to the Director of Development and the President & CEO.
- Work with President & CEO to develop materials and take minutes for quarterly Board meetings.
- Maintain organization-wide calendars (e.g. start/end of semester, staff and clinic holidays, staff meetings, etc.).
- Work collaboratively with and in support of all departments and the organization as a whole.
- Other duties as assigned.

## Skills

- Exceptional organizational and project management skills
- A genuine desire to collaborate with and learn from senior leaders
- Enthusiasm and tenacity for the details and systems that enable successful fundraising
- Both an energetic self-starter (“sees what needs to be done”) and a collaborative team player
- Tech and media savvy to strengthen Blanton-Peale’s mission and voice through digital comms
- Sound business writing skills
- Possesses a “positive” outlook, combined with persistence and resilience

## Education & Experience Requirements

- Bachelor’s degree
- 3 years of experience in a nonprofit setting, especially in fundraising-related activities such as database and list management, event planning, donor relations and communication that enhances fundraising
- Communication/marketing experience a plus

**This position includes occasional responsibilities beyond the hours of the usual work day**

**The expected salary band for this position is \$50,000 - \$60,000. Generous health insurance benefits and employer match for 403b retirement fund. Generous vacation, personal and sick days, as well as holiday schedule.**

## About Blanton-Peale

In today’s world, we are all recognizing the vital importance of mental health care. At Blanton-Peale, we’re focused on providing affordable and accessible, holistic, and culturally-responsive mental health services and we’re training the next generation of mental health professionals. Blanton-Peale therapists walk with their clients through the challenges of life. They help them to heal, to grow, and to flourish. In 2021, we provided 41,000 sessions of affordable mental health care to New Yorkers who needed it most. This includes talk therapy and complementary psychiatric services. Our goal is to help each person become their best self, the person they were born to be, and to find their own resilience.

# Blanton-Peale

Institute & Counseling Center

And because we work with such a diverse set of clients, Blanton-Peale is a sought-after training ground. Young social workers, mental health counselors, psychiatrists and psychoanalysts, get the experience they need under the wise and watchful eyes of our expert supervisors.

Our founders, Dr. Norman Vincent Peale and Dr. Smiley Blanton, were innovative, forward-leaning thinkers. In the midst of the Great Depression – a time of rising unemployment, tumult and pain – Drs. Peale and Blanton were among the first to address mental health alongside spiritual care.

**To apply:** Please email cover letter and resume to [development@blantonpeale.org](mailto:development@blantonpeale.org) with Development Associate in the subject line.