About The GO Project

The GO Project helps New York City public school students thrive in the earliest stages of their education through year-round academic, social-emotional, and family support. For more than five decades, GO has equipped thousands of children with the confidence and skills needed to make academic gains, perform at or above grade level, enroll in high-performing middle and high schools, graduate on time, and achieve college success. By harnessing New York’s physical, financial, and intellectual resources, GO has grown into a $3.3 million organization serving 700 students in grades K-8 across five independent host-site school campuses in Lower Manhattan and Brooklyn.

The GO Project was named one of the most effective summer program models in the United States by the National Summer Learning Association, highlighted as an effective out-of-school time program as part of American Graduate Day on PBS, and recognized for its outstanding board leadership as a finalist for the Brooke W. Mahoney Award, among other distinctions. Learn more about the organization at www.goprojectnyc.org.

Position Description

The GO Project is seeking a Development & Communications Manager to assist the Development Department with all fundraising efforts and spearhead its communications (social media, website, press). Reporting directly to the Chief Development Officer, the Development & Communications Manager will join a small team that includes a Director of Events & Individual Giving and Grant Writer to help raise more than $3 million annually from individuals, major donors, foundations, and corporations. The position will focus on 1) management of communications and marketing, 2) maintenance of donor database, and 3) supporting the team with all donor relationship management - specifically event support, corporate volunteer engagement support, and individual giving support.

Responsibilities

Communications and Marketing

- Maintain social media channels with compelling content.
- Maintain organizational website with appropriate updates and content.
- Develop and maintain all print and digital materials to market the organization, including but not limited to quarterly E-blasts, press packets, program brochures, PowerPoint presentations, board lists, donor lists, and Annual Report.
• Collaborate with program staff to identify content ideas and opportunities, particularly student and family profiles of success.

• Develop press contact list and story pitches for ongoing media engagement opportunities.

• Coordinate digital and marketing materials for fundraising and volunteer events.

**Development Support – Events, Corporate Volunteer Engagement, and Individual Giving**

• Provide broad support for the annual Spring Benefit, including auction logistics, sponsorship and invitation mailings, vendor relationship management, benefit committee meeting coordination, and day-of logistics.

• Provide relationship management support for the organization’s Young Leadership Council, including execution of its annual Fall Cocktail Party with a focus on silent auction item solicitation and coordination.

• Research and outreach to corporate prospects to arrange volunteer opportunities and provide relationship management support, including on-site contact during one-day group volunteer experiences.

• Assist in the development and execution of other small events throughout the year, including but not limited to donor cultivation house parties, golf, half-marathon, and other creative and practical opportunities to engage new pools of donors.

• Provide support during the Year-End Appeal process, including mailing list development, board member note-signing, package design, printing, and mailing.

**Database Management and Administration**

• Oversee all gift entry into donor database, generation of gift and donor reports, and ongoing maintenance of donor database (Raiser’s Edge NXT).

• Ensure timely donor tax receipts and acknowledgements.

• Facilitate monthly gift reconciliation with Finance Department.

• Assist CDO with board management and quarterly committee and board meeting preparation, including meeting minutes.

• Assist Development team with other tasks upon request.

**Qualifications and Preferred Requirements**

• Bachelor’s degree required.

• 3-5 years of experience in non-profit development and/or communications preferred.

• Strong fluency with public-facing communications and content creation – social media and website management, press pitches, etc.

• Familiarity with Adobe InDesign or other similar design software.

• Experience with a donor database (GO Project utilizes Raiser’s Edge NXT).

• Experience with organizing events.

• Exceptional project management skills.

• Exceptional attention to detail.

• Good writing, editing, and proofreading skills.
• Comfort interacting with various stakeholders including students and families, donors, and board members.
• Commitment to GO’s mission.

The ideal candidate is curious, eager, creative, and energetic, and also
• Identifies opportunities rather than obstacles.
• Is tenacious in solving problems big and small.
• Enjoys working in a collaborative and high-intensity environment.
• Has high expectations for one’s own work and the work of others.
• Has a sense of humor and a thick skin.

The ideal candidate is also able to clearly demonstrate GO Project Core Values:
• **Moral Fiber and Integrity.** We positively contribute to a culture that fosters the highest standards of ethics, professionalism and mutual respect among our community.
• **Culture of Excellence.** We approach all aspects of our work with the highest standard of excellence.
• **Entrepreneurial Spirit.** We think outside the box, take risks and are innovative.
• **Collective Responsibility.** We value and support each other while holding one another accountable for our actions.
• **Positivity and Enthusiasm.** We communicate and conduct our work in a manner that is always positive.
• **Commitment to Diversity.** We value the different backgrounds, perspectives and experiences of our staff, students and families.

### Salary and Benefits

Salary is based on experience with a range of $60K - $75K. Excellent benefits. Interested candidates should send a cover letter and resume to adibella@goprojectnyc.org. Also include one or two samples of work that best demonstrate your skills – writing sample, marketing content, etc. Please include **Development & Communications Manager** in the subject line. No phone calls, thank you!

The GO Project is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.