

CUP is hiring a Development Coordinator!

The Center for Urban Pedagogy (CUP) is seeking a Development Coordinator to support our development, community engagement, and communications efforts, and play a key role in helping build the relationships and financial support that make our work possible. We're looking for a creative, organized, and highly motivated individual with some experience in development and communications, who wants to support our mission of using design and art to contribute to meaningful social change.

About CUP

The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement in partnership with marginalized communities.

CUP's work addresses the needs of communities organizing for social change around complex public policies and decision-making processes that impact their lives, from affordable housing to labor rights. By collaborating directly with communities to create accessible and visual explanations on issues important to them, CUP provides individuals with the tools to claim their rights, advocate for their needs, and fight for social justice.

For more information, visit CUP at: <http://welcometoCUP.org>

Development Coordinator

The Development Coordinator plays a key role in supporting CUP's development and community engagement work, which is critical to ensuring the organization can carry out its mission. The Development Coordinator will coordinate all aspects of CUP's development and communications strategy, including grant writing, individual fundraising, events, marketing, and organizational support. The Development Coordinator will report to CUP's Deputy Director and work closely with all CUP staff and board members.

The ideal candidate for Development Coordinator would be someone with skills in development, including grants, individual giving, and events; strong communications skills, as evidenced by very clear, accessible writing and verbal communication; familiarity with social justice and policy issues that are the focus of CUP's work; an understanding of and ability to communicate in a clear and respectful way about marginalized communities; and a commitment to social justice.

We ask that you specifically address these areas, as well as other qualifications, in your cover letter.

Responsibilities

The Development Coordinator's responsibilities include:

Development:

- Prepare grant proposals, reports, timelines, and program and project budgets
- Process donor acknowledgements and coordinate donor correspondence
- Coordinate range of CUP events including annual benefit, cultivation events, and public programs
- Coordinate annual fundraising campaigns and solicitations
- Conduct research on funding prospects including foundations, corporations, and individuals

- Maintain, update, and coordinate use of Salesforce database
- Maintain fundraising calendar including schedule of requests, deadlines, and report requirements
- Maintain, update, and coordinate data on organizational and programmatic impacts and reporting
- Assist with engagement of the CUP board, including coordinating board committees

Communications and community engagement:

- Develop written outreach and marketing materials, including press releases, website news updates, and materials for other communications, including those needed to manage relationships with CUP's various audiences and partners
- Assist with evaluation of projects and programs, including collecting qualitative and quantitative information
- Create and coordinate development of social media content for organization, programs, and projects
- Manage CUP's volunteer pool

Organizational support:

- Manage Program Assistants and Interns on projects and tasks; may oversee contractors
- Participate in activities that help CUP to thrive, including strategic planning, supporting the development of CUP's organizational infrastructure, providing other organizational support as needed, and engaging in our work to continue to further make our projects and processes more directly anti-racist
- Providing general administrative and organizational support as needed

Who should apply?

Requirements for this position include:

Related Experience

- A minimum of 3 years of work experience in a related field, which may include development, communications, philanthropy, special events, or nonprofit administration.
- Proficiency with content management systems such as Salesforce, basic web applications, and Microsoft Office.
- Some experience managing entry-level staff and/or interns

Collaboration & Communications Skills

- Ability to work with a broad range of partners in a variety of communities; particularly with a strong understanding of racial justice and an ability to engage respectfully with individuals from historically marginalized communities (whether or not you come from one yourself). Our stakeholders and partners include members of many different communities, community organizers, funders, donors, government agencies, designers, teaching artists, and high school students.
- Writing to communicate with a range of audiences, with a focus on clear, jargon-free communication that makes complex ideas easy to understand

Interests & Other Qualifications

- Demonstrated commitment to social justice, and specifically to racial justice
- Willingness to learn about new topics related to CUP's work
- Interest in being part of a fast-paced, growing organization
- Ideal candidate is positive, self-directed, extremely detail-oriented, and able to work in a collaborative environment with a broad range of partners. A sense of humor is a real plus!
- Strong administrative & time management skills

In addition, any of the following skills and experience are a plus:

- Familiarity with Adobe Creative Suite
Fluency in another language, particularly Spanish
- Familiarity with organizing and social justice contexts, and with New York City's neighborhoods and nonprofit landscape

Culture, Salary & Benefits

CUP is committed to fostering equity and racial justice in the work we produce, the way we produce it, and the way we function as an organization. We seek to be an organization where people with different abilities and from different racial, ethnic, gender, and socioeconomic backgrounds can thrive together, and where our practices create opportunities, not barriers, to achieving greater social justice.

In support of our commitment to achieving these goals, CUP strives to be a healthy, positive, and sustainable place to work. To that end, we provide free health insurance benefits, professional development opportunities, and a reasonable work schedule that allows our staff to have a healthy life both inside and outside of work. We are also committed to working together as a staff to better understand issues of race, equity, and justice and to continue to further our own education on how we engage with and address those issues as individuals and as an organization. We support all staff members in pursuing continuous professional development, and use our annual review process to identify individual goals for each year.

This is a full-time, salaried position. The salary range for the position will be in the range of high \$40,000s to low \$50,000s, commensurate with experience, as well as a starting paid time off package of 15 personal days and 12 sick days. CUP is an 11-person organization with an annual budget of \$1.2 million.

Our office is based in Gowanus, Brooklyn, but we work with community partners all over New York City and travel throughout the five boroughs regularly. This position may also entail occasional travel outside of New York City in the future, when it is safe to do so. Normal staff hours are 10 am to 6 pm, but our work requires occasional evening and weekend events, such as launch events, workshops, presentations, and fundraisers. Given the current situation due to the COVID-19 pandemic, all CUP staff are currently working remotely and will continue to do so until we feel safe returning to work. That means this will begin as a remote work position. However, the applicant must be in New York City and able to work from the CUP office when it reopens.

Timeline & Selection Process

Applications will be accepted until noon Eastern time on Monday, April 19th.

CUP staff will review all complete applications and schedule remote interviews in early May. Finalists may be asked to complete a short assignment. Applicants will be notified by late May.

How To Apply

If you're interested in the position, you can apply online [via Submittable, at this link](#) by Monday, April 19th at noon Eastern time.

To apply, you will need to create an account on Submittable, fill in your contact information, and upload the following materials:

- A cover letter, in which you address why you are interested in this position, how your experience qualifies you for it, and why you would like to work at CUP
- A current resume
- A short writing sample (3 pages maximum), preferably that demonstrates your ability to write in a communications or development context
- A list of 3 references, with contact information. (No need to provide letters!)

Please note that we will NOT review applications that do not provide all requested materials. No phone calls, please.

CUP is an equal opportunity employer. We are committed to fair and inclusive employment practices, and strongly encourage Black, Indigenous, and people of color; women; LGBTQ individuals; people with disabilities; and others who may contribute to the diversification of ideas to apply.