



## Position Specification

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POSITION:	Development & Communications Associate
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LOCATION:	New York City
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ABOUT THE COMPANY:	<p>CFY is the nation's leader in improving the Home Learning Environment of low-income schoolchildren. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home. Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles, and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY's programs have significantly improved students' test scores and class effort and have increased parents' confidence and involvement. To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of 32 organizations in 21 states and the District of Columbia. For more information, please visit <a href="http://www.cfy.org">www.cfy.org</a>.</p>
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ABOUT THE POSITION:	<p>This is an exciting opportunity to play an integral role in the growth of a successful, entrepreneurial non-profit by providing a range of support to the development and communications group. This position will report to the Managing Director, Development and Communications.</p> <p>Key Responsibilities Include the following:</p> <ul style="list-style-type: none"><li>• Oversee and execute data entry of relevant information for gifts, pledges, grants and other fundraising opportunities</li><li>• Create fundraising reports as needed for internal CFY staff and external audiences</li><li>• Support database users to ensure proper use of database by CFY staff</li></ul>
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- Work with database manager to facilitate continuous improvement of systems
- Coordinate with finance personnel on reconciliations
- Execute acknowledgment letters for donors
- Implement direct mail/email appeals and other communications
- Provide support for CFY annual event
- Conduct research for potential funding opportunities
- Perform web site updates as needed, coordinating with designers and communications staff.
- Support other development and communications activities as required.

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CANDIDATE  
QUALIFICATIONS:

- Passion for CFY's mission
- 2+ years of work experience
- Solid technical skills including proficiency in Word, Excel and a database application (experience with Salesforce, Raiser's Edge or similar software strongly preferred, Crystal Reports a plus).
- Familiarity with or experience in basic Web site maintenance (e.g. Dreamweaver, HTML, PHP)
- Excellent written and oral communication skills
- Ability to work independently with minimal oversight and thrive under pressure and on deadline
- Excellent time-management and prioritization skills
- Bachelor's Degree

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COMPENSATION: Compensation will be highly competitive and commensurate with experience. CFY also offers a generous benefits package.

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QUALIFIED  
INDIVIDUALS,  
PLEASE APPLY:

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, your current/most recent salary, and how you heard about this opportunity, to Human Resources at [Jobs@cfy.org](mailto:Jobs@cfy.org) using the following conventions:

Subject line: Development and Communications Associate Search  
Cover Letter: yourfirstname\_yourlastname\_coverletter.doc  
Resume: yourfirstname\_yourlastname\_resume.doc  
Applications will be reviewed on a rolling basis.  
Computers for Youth is an Equal Opportunity Employer.

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