

PROGRAM ASSISTANT JOB ANNOUNCEMENT

Cause Effective is a New York-based nonprofit that supports other nonprofits in developing effective and strategic fundraising and governance practices. Over the past 35 years we have guided more than 6,000 community-based nonprofit organizations – large and small – to break new ground and build a sustainable future. We help nonprofits raise more money, deepen their relationships with donors, and build stronger boards of directors so they can achieve long-term community-based change. Our work has a deep commitment – but is not limited – to the grassroots social justice sector.

We advise over 100 clients per year, reaching over a thousand more annually through workshops and publications. Cause Effective’s work has a tremendous impact in a range of diverse communities because we assess and respect the unique challenges of each client while maintaining our focus on strengthening the organization’s immediate and long-term ability to raise funds and friends. **We are looking for a motivated individual to join our 8-member team to help us continue to deepen our relationships with clients, heighten our performance in workshops and trainings, and increase our reach and impact.**

This position offers the opportunity to:

- Make a difference among nonprofits serving a broad range of communities and missions in NYC
- Support a growing portfolio of client work full of challenges and learning opportunities
- Work closely with consultants to analyze and improve the performance of organizations representing a wide variety of New York’s nonprofit sector
- Grow professionally in your knowledge and practice of organizational development and change consulting
- Shape the future of Cause Effective as the “go to” organization for assistance with fundraising and board leadership

Key Responsibilities

Cause Effective’s Program Assistant will provide essential services to Cause Effective’s training and consultation practice. The Program Assistant will support Cause Effective’s work with clients in a variety of settings as well as provide marketing, outreach, and administrative assistance. This position offers the opportunity to explore a wide range of nonprofit capacities and participate directly in fostering clients’ organizational growth.

Key responsibilities include producing templates and other materials that meet client needs and enliven Cause Effective’s workshop and training content; providing logistical assistance for Cause Effective’s workshops and consulting practice; implementing Cause Effective’s web, social media and communications presence; managing Cause Effective’s data integrity and data management processes; and supporting the evaluation of Cause Effective services. The Program Assistant will work closely with the full Cause Effective team to ensure the accuracy, consistency and currency of a wide range of Cause Effective processes, systems and materials.

Qualifications Required:

- 1-2 years of progressive service in nonprofit-related positions, with preference given to sustained experience in program organization and implementation (volunteer and/or paid)
- Demonstrated skill in project management, with impeccable follow-through
- Well-organized, thorough, and able to handle multiple assignments within tight time-frames
- The ability to “manage up” to keep others on track and work as a member of a team
- A history of committed experience working in communities of color

- Bachelor's degree or equivalent experience
- Fluency in a second language (especially Spanish) is preferred
- Demonstrated proficiency in the following IT environments: MS Office, Salesforce, social media, basic familiarity with HTML coding; basic design skills a plus

Personal Characteristics:

- Intelligent and persuasive; a problem solver who can both conceptualize and implement, and can initiate ideas and projects, not just respond to direction
- An energetic, focused hard worker who is effective in a fast paced, pressured environment
- A collaborator with a sense of humor who likes to share information and ideas with colleagues

Cause Effective strives to reflect the diverse community we serve. Applicants who contribute to this diversity are strongly encouraged. Cause Effective is an Equal Opportunity Employer.

Salary and Benefits

Compensation ranges from \$35,000-\$40,000 based on experience. Cause Effective offers a flexible benefits package, generous time off, and a committed focus on staff development.

Timing of Appointment

Cause Effective will begin to consider candidates immediately; projected start-date for this position is January 2018.

Please submit resume, cover letter and writing sample to Cause Effective at jobs@causeeffective.org with Program Assistant Search in the subject line. **No phone calls.**