

Job Description

Job Title: Operations & Development Associate
Team: Administration
Location: New York City (Position is temporarily remote due to COVID-19)
Job Type: Full -Time (Salaried;35 hours/week)
Date: April 2022

New York Peace Institute

New York Peace Institute is one of the nation's largest non-profit conflict resolution organizations, helping thousands of people peacefully, creatively, and durably resolve their disputes each year. We provide free conflict resolution services, including mediation, conflict coaching, facilitation, arbitration, and restorative justice processes virtually, and through our Brooklyn and Manhattan Centers, and in cooperation with courts, community-based organizations, schools, and governmental agencies. In addition, we train and credential mediators, host public events on peacebuilding, and provide customized training and consulting services in New York City and beyond.

For more information, visit our [website](#) or find us on [Instagram](#), [Facebook](#), and [LinkedIn](#).

The Candidate

New York Peace Institute is seeking an Operations & Development Associate to join our Administration team. Our ideal candidate will have at least one year of administrative experience. This is an ideal role for someone who is passionate about helping others, highly organized, and possess a versatile skill set to support a variety of different business functions with a diverse range of tasks.

The Role

The Operations and Development Associate is responsible for providing administrative and project support to the Administration team. The Operations and Development Associate will help to support grant, individual, and corporate fundraising, financial and operational systems, and day-to-day organizational management. This position will work closely with and report to the Director of Operations and the Development Manager. Opportunities for professional development in the areas of development, operations, mediation and conflict resolution will be available. The Operations and Development Associate will be responsible for the following:

Operations Support (40%)

- Perform Accounts Payable and Accounts Receivable duties, which include processing invoices, making deposits, and reconciling credit card statements
- Pull monthly donor and other statistical reports, upload bank statements and other financial records to ShareFile database
- Support and respond to requests from external accounting team, when needed
- Maintain organization's electronic files, records, receipts, and calendars
- Manage operations inbox and answer phone
- Responsible for purchasing of supplies, including Personal Protective Equipment (PPE)
- Assist in management of office systems, equipment, and vendor contracts
- Collect and review timesheets from part-time employees
- Support Director of Operations on IT service needs and Human Resources administration, including policy review and management of employee files
- Provide general administrative support and support of ongoing projects of the Operations team, as assigned

Development Support (40%)

- Learn fundamentals of grant writing and assist in grant preparation and submission (prepare/track attachments, review, or input portal submission, etc.)
- Review and copy edit grants
- Assist with preparation for and attend Board development and/or other committee meetings
- Pull monthly donor report, enter gifts into system and review databases for new donations

Job Description

- Maintain accuracy and integrity of NYPI databases by ensuring that all information is kept current and up to date
- Draft and send acknowledgements and correspond with mediators, donors and volunteers as needed
- Research new funding opportunities (corporate, foundation, and individual)
- Assist with social media updates, website, and organization's communication/pr strategy
- Help prepare annual report for external publication
- Help prepare NYPI newsletter on regular basis, including suggesting topics, copy editing, drafting articles, testing formats, and compiling for final review/sending newsletter
- Support Development Manager in planning and executing special events for staff, volunteers and donors
- Provide general administrative and project support to Development team, as assigned

Organizational Support (20%)

- Compile board meeting packets and assist Admin team with scheduling events and meetings
- Prepare Board Meeting agenda and take notes during meeting
- Support organization and peers as needed to ensure organizational health and growth (May be asked to perform case intake, as necessary)
- Attend all relevant trainings and meetings and participate in staff-wide activities and events
- Support the organization in implementing relevant practices, including supporting NYPI's DEI efforts

Required Qualifications

- Bachelor's degree or equivalent work experience
- Minimum of one year of administrative experience
- Proficiency with Microsoft Office applications, specifically Outlook and Excel
- Excellent organizational, listening, oral, and written communication skills
- Critical thinking and ability to apply policies and procedures into action
- Commitment to the mission and values of New York Peace Institute and to creating a diverse, equitable, and inclusive work environment
- High level of cultural competency (the ability to communicate and interact effectively with people across cultures who have varying beliefs)

Preferred Qualifications

- Prior work experience in a mission and culture driven organization
- Proactive problem solver
- Able to work independently within a team-based environment, and be willing to adapt responsibilities according to organizational needs

Compensation & Benefits

We benchmark and set our salaries based on other similarly sized nonprofit organizations in New York City. The salary range for this position is \$40,000 - \$42,000 per year for full-time employment. We also offer the following benefits to full-time employees:

- Medica, Dental, Vision
- Retirement 401k with matching up to \$2,500 of eligible compensation
- Vacation Time – we offer up to 4 weeks away from the office
- Sick Time – we offer 12 days per year
- Flexible working hours and remote work when applicable

COVID-19 Vaccination Policy

NYPI requires that all staff be fully vaccinated with an FDA authorized vaccine. NYPI abides by New York state requirements and acknowledges those may change over time. If moved forward to the screening interview, you will have a chance to ask the interviewer more about this requirement.

Job Description

Our Commitment to Diversity, Equity and Inclusion

New York Peace Institute is committed to building an inclusive environment for people of all backgrounds. We are committed to building a talented a team with diverse skill sets that reflect the diversity of New York City residents. We are a community of leaders who are proud to represent many different national, racial, ethnic, socio-economic, religious, gender, disabilities and other identities.

New York Peace is an equal opportunity employer. We do not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or other characteristics or any other basis prohibited by applicable law.