

**Job Title:** Operations & Development Associate  
**Team:** Administration  
**Location:** New York City (“Hybrid” Work Model effective Fall 2022)  
**Job Type:** Full-Time (Salaried, Non-Exempt, 35 hours per week)  
**Start Date:** September 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](#), [Twitter](#), and [LinkedIn](#).

## The Candidate

- Our ideal candidate is someone looking to jumpstart their nonprofit management career, specifically in the areas of Development and Operations.
- This is an ideal role for an early-career professional who has a growth mindset, exceptional attention to detail, superb written communication skills, and demonstrated creativity.
- Successful experience in nonprofit development, operations, or finance is preferred, but not required.
- This is a hybrid (remote & in-office) role, and the person must be able to commute to the Brooklyn and Manhattan offices weekly. An investment / a familiarity / lived experience in NYC is strongly preferred.

## The Role

The Operations & Development Associate is responsible for providing administrative and project support to the entire Administration team. The Associate will help to support grant, individual, and corporate fundraising, financial and operational systems, and day-to-day organizational management. This person will work closely with the CEO, Operations Manager and the Development Manager, to whom they will report directly. Opportunities for professional development in the areas of grant-writing, operations, human resources and mediation and conflict resolution will be provided.

The Operations and Development Associate will be responsible for the following:

### Operations (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
- Support and respond to requests from the external accounting team as needed
- Maintain organization's electronic files, records, receipts, and calendars
- Manage operations email inbox and cloud-based phone service
- Responsible for purchasing of supplies for both office spaces and staff members
- Assist in management of office systems, equipment, facilities and vendor contracts
- Collect and review timesheets from part-time employees
- Support Operations Manager 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 Admin team as assigned

### Development (40%)

- Learn fundamentals of grant writing and assist in grant preparation and submission; Review and copy edit grants

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- Coordinate the social media strategy, including creating content, posting content, and increasing followers/interactions
- 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
- Maintain accuracy and integrity of NYPI databases by ensuring that all information is kept current
- Draft and send acknowledgements and correspond with mediators, donors and volunteers as needed
- Research new funding opportunities (corporate, foundation, and individual)
- Support external communications strategy, for example preparation of annual reports and press releases
- Help prepare NYPI newsletter, 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, take notes during meetings, and assist Admin team with scheduling Board events and meetings
- Support organization and peers as needed to ensure organizational health and growth
- Perform case intake, as needed
- Attend all relevant staff 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

- 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) and a Growth Mindset
- Basic knowledge of social media platforms, including familiarity with scheduling and analytics tools
- Demonstrated ability to take initiative and leverage creativity skills on the job
- Exceptional attention to detail
- Superb communication skills – both spoken and written language
- Comfortability with quantitative data, financial reports, and/or grant reporting
- Proven ability to juggle multiple priorities simultaneously
- Adapts to changing needs of internal and external stakeholders; Is able to pivot and adapt quickly when change occurs
- Eligible to work in the United States

### Preferred Qualifications

- Bachelor's degree or equivalent work experience
- At least 1 year of nonprofit development, operations, or finance experience
- Proactive problem solver
- An investment, familiarity, and/or lived experience in NYC
- An interest in nonprofit administration and/or development

### 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**. We also offer the following benefits to full-time employees:

- Comprehensive Medical, Dental, Vision Insurance (Aetna) with generous employer-contributions
- Retirement 401k with matching up to \$2,500 of eligible compensation
- 4 weeks of Vacation Time + 9 Paid Holidays + 2 Floating Holidays
- 12 days of Sick Time
- Hybrid work schedule
- Additional benefits include: Short- and long-term disability, Flexible Spending Account

# Job Description

## **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.

## **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 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.

## **How to Apply:**

Please submit a **brief cover letter and resume** to [hr@nypeace.org](mailto:hr@nypeace.org). Please write **Operations & Development Associate in the subject line**. Due to the high volume of applications received, only those considered for an interview will be contacted.