



Title	Development Associate
Status	Full-Time
Reports to	Director of Development
Location	New York
Salary:	\$60 to \$70K DOE

OUR HOUSE Grief Support Center is the premier provider of grief support services in Southern California, and now New York. For over three decades, OUR HOUSE has helped thousands of children, teens, and adults in find healing after the death of someone close. Our vision is to create a world in which grief is embraced, understood, and respected. As we grow OUR HOUSE operations in New York City, we seek a talented and motivated Development Associate to join our development team.

Job Summary

The Development Associate will be responsible for all grant writing, compliance reporting, prospect research, data management and reconciliation, and donor acknowledgement for OUR HOUSE New York City. Working closely with the Director of Development, the Development Associate will also manage corporate and foundation relationships and gather data from program staff. This position requires strong writing, data analysis, project management, database, and interpersonal competencies, as well as comfort working with mortality data and grief narratives. Grant writing experience for a human services nonprofit plus familiarity with CRM systems preferred. Salary is commensurate with experience and responsibilities.

Essential Job Duties

Grants

- Lead grant proposal development and submission—preparing and organizing materials for proposals and submitting and monitoring grant applications.
- Maintain OUR HOUSE’s library of grant support documents including budgets and financial documents, IRS forms, Board and staff diversity lists, etc.
- Communicate regularly with program staff to gather output, outcome, and narrative data.
- Collaborate with the Director of Development and Executive Director to finalize grant submissions.
- Execute grant agreements and acknowledgement letters.
- Manage grant recognition for corporate and foundation supporters.
- Research new funding opportunities.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets, taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.
- Monitor and maintain funder reporting schedules and requirements.
- Draft compelling progress reports to funders that fully capture programmatic success.
- Maintain Grants Program submission data in fundraising database and internal tracking documents.
- Research statistics, trends, and data for grant proposals and community advocacy.

Data Reconciliation and Acknowledgement

- Manage all organizational CRM databases and ensure data integrity
- Process incoming donations and acknowledgments
- Produce fundraising reports and conduct related analysis
- Field phone call, email, and in-person inquiries as they pertain to donations and events
- Communicate with stakeholders, including board members, donors, volunteers, and clients
- Reconcile monthly donation revenue with the Finance Manager

Additional Responsibilities as Needed

- Support fundraising event logistics, inventory management, weekly event recaps, and registration
- Additional operational support as needed, including but not limited to covering reception, supporting non-fundraising events, and purchasing supplies

Basic Qualifications

- Bachelor's degree or equivalent and 1-3 years of experience working or volunteering with a nonprofit organization. Grant writing or nonprofit experience can be substituted for a Bachelor's degree.
- Demonstrated analytical and persuasive writing experience as well as superior editing skills, including the ability to convey complex information in a clear manner to diverse audiences.
- Strong administrative skills and self-motivation, with the ability to set priorities and manage multiple tasks under minimal supervision in an effective and efficient manner.
- Intermediate to expert skills in Microsoft Office (Word, Excel, PowerPoint, SharePoint).
- Experience with nonprofit CRM databases, such as DonorPerfect or Raiser's Edge
- Capacity to work under pressure and respond to deadlines without sacrificing quality.
- Commitment to Justice, Equity, Diversity, and Inclusion, including use of empowering, person-centered language that honors the dignity of our clients.
- Demonstrated interest in grief support and the mission, vision, and values of OUR HOUSE.

Benefits

- Hybrid Work Schedule (Three days in either the New York City office)
- Medical, Dental, and Vision Plans
- 403B Retirement Plan
- Eligible for Public Service Loan Forgiveness for Federal Student Loans

Interested applicants should send a resume and writing sample to Danielle Kowalczyk, Director of Development, at danielle@ourhouse-grief.org. Cover letter optional.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.