



# North Star Fund seeks Part-Time Temporary Development Coordinator

North Star Fund brings together New Yorkers who collaborate to build strong social justice movements for New York City and the Hudson Valley. We make grants to support new solutions to the problems caused by inequity and oppression by raising new voices for equity and justice.

2019 marks North Star Fund's 40th Anniversary. We seek a part-time development coordinator to join the development team in achieving ambitious goals set for our 40th Anniversary campaign. Our ideal candidate will be organized, share our commitment to social justice and grassroots organizing and has experience with fundraising campaigns. They are an excellent communicator and project manager and can present fresh approaches towards fundraising and events.

This position reports to Deputy Director Elz Cuya Jones and works within the development team. This project is scheduled for mid-February through June 2019, with the strong possibility of extending through December 2019. The daily schedule is flexible and remote work is possible. 15 - 20 hours per week.

## Scope of work

Support and implementation of 40th Anniversary Fundraising Campaign. Fundraising will begin in early 2019. The development coordinator will work with the development team to support the 40th anniversary campaign, and to project manage the execution of various campaign strategies.

## Duties include:

- Campaign support via communication with donors via phone and email to set up meetings for the development team;

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[northstarfund.org](http://northstarfund.org)

- Assist with event ticket sales and RSVPs, and other revenue for development and audit purposes;
- Campaign tracking and pledge tracking
- Coordination of 40th Anniversary Leadership Committee;
- Small event planning and production;
- Support for the 40th Anniversary Community Gala;
- Implementation of recognition strategies;
- Work with NSF communications team on 40th Anniversary content for print, digital and social;

### Skills

- Experience with fundraising campaigns and events;
- Strong attention to detail; ability to handle multiple projects simultaneously; strong organizational skills and problem-solving abilities;
- Excellent communications skills in person, via phone and email;
- People skills; experience working in a cross-class, multi-racial workplace with a social justice lens;
- Tech savvy, able to learn new programs quickly; Experience with Google Docs, Excel, WordPress, Eventbrite, Slack and Salesforce (preferred);
- Excellent time management and prioritization skills;
- Proactive, takes initiative; A driver who executes on all tasks and is accountable for their success;
- Strong commitment to anti-racism and social justice values;
- Knowledge of grassroots community organizing in NYC and/or the Hudson Valley a plus, but not required.

### Timeline and compensation

Position begins mid-February through June 30, 2019

Possible renewal July 1 - December 31, 2019

The compensation is \$22 per hour, plus paid sick leave, paid holidays, and transportation benefits.

### Physical Requirements

Typing and sitting at a desk; Very light lifting;

## To Apply

Send resume and cover letter to deputy director Elz Cuya Jones at [elz@northstarfund.org](mailto:elz@northstarfund.org) with “Development Coordinator” in the subject line. Please include two - three professional references.

No calls please. Application close date: Open until filled, with expectations that interviews will begin in mid-January.

North Star Fund is firmly committed to affirmative action and strongly encourages people of color, women, LGBTQ, veteran, elderly and differently-abled candidates submit. We appreciate all submissions, but please be advised that our capacity allows us to only respond to those best qualified for the position.