

BROOKLYN ORG

Development Associate

About Brooklyn Org

Brooklyn Org is a champion for Brooklyn. We celebrate Brooklyn's brilliance and resilience, its incomparable culture and uncompromising grit – and we demand more for our communities.

Over our 15-year history, we have reimagined the role of philanthropy and provided immeasurable support to communities and nonprofit partners that are leading transformational change for Brooklyn. With a new model for community philanthropy, we are bringing together Brooklynites, Brooklyn backers, businesses, and broader believers in equity and justice to make Brooklyn a beacon for the world.

We are a platform for galvanizing giving. We are here to ensure that ideas are met with resources, challenges are met with solutions, and inequity is met with justice.

Position Overview

The Development Associate strengthens Brooklyn Org's Development infrastructure through donor data management, fundraising operations, reporting systems, and internal process improvement. This role is ideal for someone who is detail-oriented, systems-focused, and committed to the belief that when Brooklyn backs Brooklyn, we build power across communities that have long faced inequity and underinvestment.

This position supports the Development team with donor operations, stewardship support, prospect research, and database management, ensuring our fundraising efforts are grounded in accuracy, accountability, and racial-justice values. This is a full-time, non-exempt position based in Brooklyn and will require some early morning, evening, and weekend work.

Responsibilities

Responsibilities include but are not limited to the following as needed to meet the goals and objectives:

Development Operations

- Maintain and update donor and fund records within the CRM (Foundant), ensuring data accuracy, consistency, and responsible stewardship.
- Process all donations and pledges, including online gifts, checks, wires, and donor-advised fund (DAF) contributions.
- Generate and track acknowledgements, pledge reminders, donor receipts, and giving summaries.

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- Collaborate with Finance team to maintain accurate financial and fundraising records.
 - Produce queries, dashboards, and reports for revenue tracking, campaign progress, and donor trends.
 - Help document and strengthen internal development processes and workflows as the organization grows.
 - Other duties as assigned.

Donor Stewardship & Communications

- Draft donor acknowledgements, stewardship messages, and impact updates that elevate Brooklyn community voices.
- Support donor segmentation, data pulls, and personalized outreach.
- Contribute to donor-facing materials such as one-pagers, funding summaries, and impact stories that highlight the work of Brooklyn nonprofits.
- Manage year-end fundraising appeal logistics (timeline, donor lists, mail house coordination, CRM clean-up)
- Provide support for the Spark Prize Committee member recruitment process, including communications, tracking and follow-up.

Events

- Provide support for all fundraising events and initiatives (e.g., donor briefings, Spark Prize Breakfast, Changemakers Ball, Brooklyn Gives), primarily through donor list management, tracking, logistics and on-site support.

Qualifications:

- 1–3 years of experience in development operations, nonprofit administration, or related fields.
- Experience with CRM systems (Foundant experience welcomed but not required).
- Strong organizational skills and comfort working with data, systems, and process improvement.
- Clear written and verbal communication skills, especially for donor-focused stewardship.
- Commitment to racial justice, equity, and Brooklyn's diverse communities.
- Ability to work collaboratively across teams and manage multiple priorities with accuracy and care.

Additional Information

Currently full-time employees are expected to work in the BKO office located in Downtown Brooklyn Monday through Thursday with occasional events on Friday.

Equal Employment Opportunity

Brooklyn Org is an equal opportunity employer. The Organization does not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability, marital status, military veteran status or any other protected group in the locations where we work.

Compensation and Benefits

Brooklyn Org has a competitive and exhaustive benefits and leave plan and the salary range for this position is \$55,000 – \$70,000 dependent on the successful candidate's background and experience.

How to Apply

Please send a cover letter and resume via email to search@brooklyn.org. Please write Development Associate in the Subject Line of your email and mention where you found this job posting.