



Development Assistant – Part Time

Mission: REACH Prep provides access to transformative educational experiences that empower underserved, high-achieving students to graduate from top colleges and emerge as the next generation of leaders.

For 25 years, REACH Prep has helped motivated and talented black and Latino students from underserved communities in Fairfield and Westchester counties and the Bronx gain admission to and thrive in rigorous independent schools. REACH Prep's model of access to high-quality education along with sustained, extensive and long-term support achieves college success rates that defy trends and national statistics.

REACH Prep seeks a highly organized, committed, detail oriented, and enthusiastic candidate for its Development Assistant position. This position will report to the Development Director. REACH Prep's office is conveniently located in downtown Stamford near Harbor Point and within a short walking distance from Stamford's Metro North Station.

Responsibilities:

- Record, process and verify posting of all donations received by the organization.
- Create, revise, email/mail, and archive tax acknowledgment letters to match gift details and tax requirements.
- Prepare and organize batch reports along with the related back up documentation for use in fundraising reporting and accounting reconciliation.
- Compile donor reports for the Development team and CEO.
- Maintain the development/communications calendar.
- Support the execution of REACH Prep events, and related communications, including but not limited to the Annual Benefit Luncheon, Evening Event, Annual Holiday Event, Visitor days, and Alumni Reunion.
- Provide general administrative support as needed.

Qualifications:

- College degree desired.
- Minimum three-years work experience in fundraising or administrative assistance.
- Excellent organizational and communication skills, including exceptional writing and problem-solving skills.
- Highest attention to detail, initiative, flexibility, ability to manage multiple projects, and strong ability to plan and meet all deadlines.
- Excellent interpersonal skills and experience in environments and communities with constituents from diverse backgrounds (ethnic, socio-economic, educational).
- Strong computer skills, especially Office Suite and Salesforce.
- Demonstrated interest in educational access and commitment to expanding opportunities for underserved youth.
- Availability to work additional occasional evening and weekend hours, as needed.
- Valid driver's license.

Start Date: Spring/Summer 2019

Salary: REACH Prep offers competitive compensation for this part-time position, with a flexible schedule up to 20 hours per week.

To Apply: Please submit a cover letter and resume via email only to Rosa Ortiz, Director of Administration and Finance, at rtiz@reachprep.org with the subject "REACH Prep Development Assistant." Review of applications will begin immediately.

No phone calls, please. REACH Prep can respond only to those candidates who will receive an interview. Thank you.

REACH Prep is an equal opportunity employer and welcomes applicants from diverse backgrounds.