Development & Communications Coordinator

ORGANIZATION DESCRIPTION:

New Settlement Apartments (NSA) is a not-for-profit housing and community service organization located in an under-served area of the southwest Bronx. We have a 24-year track record of active commitment to neighborhood revitalization and community development, including working towards excellence in community public schools. Year-round community services, education programs and our housing serves, serve over 15,000 youth and adults each year.

Community Action for Safe Apartments (CASA), New Settlement’s Housing Organizing initiative, has been working since 2005 to build tenant power through community organizing to not only address prevailing threats to tenants’ rights and existing affordable housing stock, but to expand access to safe and affordable housing. CASA works primarily in Community Board 4 (CB4), or the Highbridge/Concourse section of the southwest Bronx, but our campaigns often pursue city- and state-wide impact and thus work with vibrant and diverse coalitions.

We conduct strategic outreach and organize tenant associations, provide monthly housing workshops and legal clinics, hold monthly membership meetings and both lead and participate in city and state-wide policy campaigns. Our recent campaign work has focused on reforming Housing Court (including but not limited to a citywide campaign to guarantee universal access to representation for all tenants who find themselves in Housing Court), building city-wide support for a rent freeze for all rent-stabilized units, a city- and state-level campaign to end non-rent fees and associated harassment, and most recently, launching a campaign for the participatory rezoning of the Southwest Bronx. All of our campaigns are member-envisioned, member-led and member-implemented.

In March 2015, we were awarded the Ally Organization Award by CAAAV. In September 2014, we were awarded the Activist Award by the Urban Justice Center for our ‘long-standing dedication to building the power of Bronx tenants and fiercely advocating for affordable housing” and in March of 2013 we received an Excellence in Neighborhood Organizing Award from the Association of Neighborhood and Housing Development, for our tenant organizing work. For more information, go to: www.casapower.org

JOB DESCRIPTION:

CASA is seeking a creative and energetic individual to advance the diversification of our funding base and build our development infrastructure. The position will focus on managing and expanding our individual & institutional giving program as well as coordinating external organizational communications that support these efforts. The position will also coordinate the fundraising efforts of our solidarity board, a new and dedicated group of allies, committed to help raise resources for our important work as well as helping to plan our 10-year anniversary celebration in October. The position calls for a mid-level staff person who is excited to build the power and infrastructure of our important work.

The position will report to the Director of Housing Organizing and work in coordination with the organizing staff.

JOB RESPONSIBILITIES:

Working with other CASA staff and members, the Development and Communications Coordinator will be responsible for the following:

❖ **Plan & Strategy Development:** devising and implementing a development plan including donor base development, increased foundation funding, membership donations, and government contracts.
❖ **Donor Prospecting, Cultivation, and Solicitation**: cultivating public and private prospects, including individual donors, foundations, government, corporate foundations, banks, etc., building a list of potential donors (with the help of the solidarity board), developing and managing ongoing donor contact, crafting and distributing donor mailings, following donor mailings with calls and target meetings, deepening relationships with current & new donor base, developing a list of foundations and drafting proposals.

❖ **Donor Tracking & Communication**: entering new contacts and communications into database (currently power-base), keeping information up to date, tracking donations by contact, rapidly acknowledging donations made to organization, and writing reports for foundations and city contracts.

❖ **Coordinating the Efforts of the Solidarity Board**: organizing small events (such as house parties, policy briefings with law firms, etc.) to raise resources from and elevate organizational profile among members and allies.

❖ **Development & Distribution of Communications Materials**: developing externally used materials (i.e. newsletters, brochures, pamphlets, website content, etc.) in collaboration with staff and the solidarity board.

❖ **Maintaining Organizational Communications Archive**: tracking coverage of organization in press; archiving coverage on paper, computer, and website; using distribution of press coverage as a way to promote the organization further.

❖ **Administering Website & Electronic Outreach**: generation of website, facebook and list serve content, regular posting and distribution of updated information, managing e-mail lists and system users, etc.

**Additional Qualifications:**

The ideal candidate will possess some of the following and be interested in learning those skills and perspectives not currently in their knowledge and experience base:

✓ Demonstrated commitment to building long-term power with low-income people of color, their families, and their communities.
✓ Experience working in a grassroots membership organization or other type of social justice organization.
✓ Ability to work with a diverse membership base.
✓ Strong writing, oral communication, and interpersonal skills.
✓ Experience planning, organizing and executing special events and fundraisers.
✓ Experience with material and document writing, editing and production.
✓ Knowledge of media/communications recommended.
✓ The capacity to work independently and collaboratively as part of a team.
✓ Proficiency with computers and computer applications.
✓ Web and/or graphic design knowledge a plus.

**How to Apply:**

Please send a resume, writing sample, names of three references and a cover letter to: Susanna Blankley, Director of Housing Organizing, at s.blankley@newsettlement.org. Make sure to put Development & Communications Coordinator in the subject line.

As an Equal Opportunity Employer, CASA-New Settlement strongly encourages people of color, women, and LBGTQ individuals to apply.

Resumes will be accepted until the position is filled. We encourage submissions ASAP.