



ANNOUNCING A NEW POSITION: PLANNED GIVING ASSOCIATE
Part-Time Fundraising Position
Holocaust & Human Rights Center
White Plains, New York

ABOUT HHREC:

Our Mission is to enhance the teaching and learning of the lessons of the Holocaust and the right of all people to be treated with dignity and respect. We encourage the adult community and students to speak up and act against all forms of bigotry and prejudice.

ABOUT YOU:

- You're:
 - Looking for a hybrid, flexible, important and part-time position.
 - Committed and passionate to creating a more just and humane world.
 - Independently-minded and self-directed.
 - Going to thrive as part of a dynamic and transformative organization.

ABOUT THIS OPPORTUNITY:

The Planned Giving Associate is a new part-time, flexible position at the Holocaust & Human Rights Education Center. The Planned Giving Associate will be responsible for (1) developing donor awareness and (2) managing individual donor relationships to create and help grow our endowment with current and prospective supporters.

Engagement and marketing strategies will be created by a collaborative team existing of our Executive Director, our Planned Giving Consultant, Marketing Consultant and this new role - our Planned Giving Associate. The Planned Giving Associate will serve in a flexible yet instrumental role working within our new planned giving program.

IN THIS ROLE, YOU MAY BE TASKED TO LEAN INTO YOUR SKILLS IN:

- Donor Stewardship (with all audiences -- Donors, Board Members, Volunteers, etc.)
- Marketing
- Development and Fundraising
- Database / CRM Management & Comprehensive Computer Skills
- Event and Campaign planning
- Teamwork/Collaboration
- Emotional Intelligence and Relationship Building Skills

STRENGTHS NEEDED FOR SUCCESS:

- Strong understanding of philanthropy and the tenacity needed for effective fundraising
- Excellent written and verbal communication skills
- Organizational and planning skills, attention to detail
- Ability to take initiative, self-start, multitask, and prioritize tasks
- A willingness to learn new software and new ideas
- Ability to attend internal and external meetings and events
- Critical and analytical thinking skills
- Ability to maintain an elevated level of privacy and confidentiality.
- Creativity and Innovation

WORKING CONDITIONS:

- This position is part-time and hours will be mutually agreed upon by HHREC and hire
- Valid driver's license needed
- Light physical activities and efforts associated with working in an office environment

WANT TO KNOW MORE?

- 20-25 hours per week. Specific hours to be mutually agreed upon
- \$35 per hour
- Check us out at Facebook, LinkedIn and Instagram
- Apply by sending your resume and cover letter to mjasper@hhrecny.org
- No phone calls, please

The Holocaust & Human Rights Center is an Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, disability, or any other factor determined to be unlawful by federal, state, or local statutes. The duties and responsibilities of the position are to be conducted in a manner that is consistent with our organization's mission, vision, values and operating principles.

We encourage applications from candidates with a diversity of backgrounds, experiences, and perspectives.