



[www.CVHaction.org](http://www.CVHaction.org)

## INDIVIDUAL GIVING & EVENTS ASSOCIATE

Community Voices Heard (CVH) is a member-led multi-racial organization, principally women of color and low-income families, in New York State that builds power to secure social, economic and racial justice for all. Founded in 1994 by welfare recipients in New York City working to fight unjust welfare policies, we have since expanded our organization to include working on multiple issues throughout New York State. Our core organizing issues include fighting for a just social safety net, good jobs and access to them, truly affordable housing, sustainable and resilient communities, and a participatory democracy.

For more information please check out our web page at: [www.cvhaction.org](http://www.cvhaction.org).

### BACKGROUND ON POSITION:

Community Voices Heard is seeking an experienced organizer who is excited about engaging new people to build a coterie of faithful funders. Successful applicants will have experience creating and implementing a fundraising plan to build stronger relationships, raising revenue from individual donors, and overseeing signature fundraising events.

### Candidates will be particularly appealing to us if they also have:

- ✓ Experience working in a grassroots membership organization or other type of social justice organization.
- ✓ Proven track record in consistently raising money from individual donors, growing the donor base, and executing successful donor events.
- ✓ Experience creating and maintaining a donor program.
- ✓ A keen attention to detail and an unstoppable hustle.
- ✓ Familiarity with the following computer programs: Nationbuilder, Excel, Google Docs, design programs (Adobe, MS Publisher, etc.)

### Candidates are expected to:

- ✓ Keep donors informed about CVH's activities and identify events that are appropriate for cultivating new and existing donors.
- ✓ Identify and develop effective structure(s) to increase individual giving and coordinate/assess effectiveness of Solidarity Board.

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#### **New York City (main office)**

115 East 106th St.,  
3rd Floor  
New York, NY 10029  
Tel: 212-860-6001  
Fax: 212-996-9481

#### **Westchester**

28 North Broadway,  
2nd Floor  
Yonkers, NY 10701  
Tel: 914-751-2641  
Fax: 914-751-2642

#### **Orange**

87 Ann St.  
Storefront  
Newburgh, NY 12550  
Tel: 845-562-2020  
Fax: 845-562-2030

#### **Dutchess**

29 North Hamilton St.,  
Suite L17  
Poughkeepsie, NY 12601  
Tel: 845-790-5945  
Fax: 845-790-5946

- ✓ Plan, organize and execute three to five fundraising events a year plus the annual gala.
- ✓ Develop mail and electronic fundraising appeals and target recipients.
- ✓ Identify, cultivate and engage new donors on an ongoing basis.
- ✓ Maintain donor list, manage phone banking, and oversee all activities involved in raising funds from individuals.

### **COMPENSATION:**

Salary commensurate with experience. Excellent benefits including vacation days, personal days, holidays, medical/dental/vision healthcare coverage, and 403(b) plan.

### **HOW TO APPLY & TIMELINE:**

Please email a resume, writing sample, names of three references and a cover letter detailing your interest in this position and the organization to: [jobs@cvhaction.org](mailto:jobs@cvhaction.org) with “Individual Giving & Events Associate” in the subject line.

As an Equal Opportunity Employer, CVH strongly encourages people of color, women, and LGBTQ individuals to apply.

Resumes will be accepted until the position is filled. Preference will be given to applicants who submit materials by June 30th. Interviews will take place in July; and we hope to have someone start in the position as soon as possible.