

# PREP *for* PREP

## External Affairs Associate

**Organization Summary:** Prep for Prep is an education and leadership development program that creates ethical and effective leaders who reflect our diverse society. Prep identifies New York City's most promising students of color, prepares them for success at the nation's top independent schools throughout the Northeast, and supports their academic and personal growth through college graduation. Today, over 5,000 students and alumni in the Prep for Prep Community are leaders in every field imaginable.

**Position Summary:** Prep for Prep is seeking a hard-working team player and dynamic, strategic thinker who has excellent communication skills, high-level attention to detail, and a proactive spirit to work easily across a 13-person team and inter-departmentally in support of key fundraising and alumni/donor relations activities. This position's primary role is to ensure that operations, infrastructure, systems, and resources are being employed efficiently and efficaciously to complete both long-term projects and day-to-day work to enable the team to achieve aspirational fundraising and relationship-building goals. Are you passionate about Prep's mission? Are you someone who can find joy in each task, knowing that everything you do is helping to advance the mission? Do you love a challenge? Do you like keeping things organized and making sure that progress is being made? Do you appreciate colleagues who have high standards, are always ready to roll up their sleeves to do even more and are willing to adapt, modify and overcome challenges to meet individual, group, and organizational goals? Then Prep for Prep is ideal for you.

The External Affairs Associate reports to the Vice President for External Affairs in conjunction with three department teams (Alumni Affairs, Development, and Communications) and has these main areas of responsibility:

### **Manage Cultivation & Stewardship Calendar for all Individual Giving Programs:**

- Ensure execution of timely acknowledgment letters/thank-you call protocols
- Draft, update and tailor acknowledgment letter templates
- Produce (mail-merge, print/signature, record/copy, assemble/mail) standardized acknowledgment letters
- Support teams in producing specialized/tailored acknowledgment letters and preparing thank-you call sheets for executive staff, volunteer, and board solicitors
- Schedule cultivation event follow-up meetings and ensure timely moves management of donors/prospects post-event
- Compile info packets/folders prior to target visits
- Maintain, update, and develop annual cultivation & stewardship calendar
- Produce Stewardship Reports – to track impact & OKRs

### **Assist with Event Planning & Production:**

- Support event tracking and logistics (venues, catering/vendors, invitations, RSVPs, etc.)

- Maintain, update, and proactively report on event RSVPs
- Research/produce attendee briefing reports with thumbnail bio/giving history profiles
- Attend events to help with set-up/breakdown, guest reception, social media posting
- Coordinate thank-you gifts and goody bags

**Office Management, Scheduling & Administration:**

- Submit invoices/check requests, AmEx & expense reports for VP and department heads
- Track and maintain office supply/stationery inventory
- Maintain filing systems – paper and digital
- Assist with data entry, report generation
- Manage VP for External Affairs appointment scheduling and correspondence
- Produce mailings (letters/labels/envelopes, matching/assembly, postage, etc.) to alums, donors, board members and other stakeholders, including annual reports, appeals, and mass mailings
- Other duties/tasks as assigned

**Skills, Experience, Competencies:**

- Prior experience in an office setting
- Ability to work independently and within a team in a fast-paced, high-expectation environment
- Excellent writing/proof-reading skills with high-level, consistent attention to detail
- Functional knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Adobe)
- Exercise discretion/good judgement in handling confidential information and in alignment with organization objectives
- Experience with Raiser’s Edge or similar donor management software preferred
- Cultural competencies working with diverse constituents including alumni, donors, trustees, direct program service participants, and other stakeholders
- BA preferred

**HOW TO APPLY:**

Please send a cover letter and resume to the Human Resources Manager with the subject line “External Affairs Associate” to [personnel@prepforprep.org](mailto:personnel@prepforprep.org)

Prep for Prep does not discriminate on the basis of race, color, religion, sexual orientation, or ethnic or national origin and is an equal opportunity employer.