



**Gallop  
NYC**  
Changing the Lives of New Yorkers with Disabilities

**Development Assistant JOB DESCRIPTION (part-time)**

Job Title	Development Assistant, Part-Time
Organization Overview	GallopNYC is NYC’s leading, most multifaceted therapeutic horsemanship program serving hundreds of riders each week – children, adults, and veterans with disabilities – in four locations. Each day we provide therapeutic horsemanship to help riders walk, talk, and learn, inspiring each one to live life as fully, productively, and independently as possible.
Role Summary & Purpose	<ul style="list-style-type: none"> <li>• This is a key role in a 3-person team responsible for engaging existing and prospective donors to encourage support for GallopNYC</li> <li>• Reporting to the Senior Director of Development, the Development Assistant will help implement the fundraising strategy and grow philanthropic income</li> <li>• The Development Assistant will manage a key process – timely donation processing and acknowledgement and manage the database</li> </ul>
Qualifications and Preferred Experience	<ul style="list-style-type: none"> <li>• Bachelor’s degree or equivalent</li> <li>• Minimum of three years’ administrative experience</li> <li>• High proficiency in Microsoft Office, specifically Excel and Word, and Google Docs</li> <li>• Detail-oriented and effective time management, with the ability to prioritize and multitask in a fast-paced environment</li> <li>• Excellent interpersonal, communication, writing, and organizational skills with high degree of accuracy</li> <li>• Ability to proof-read own work</li> <li>• Flexibility to work independently and as part of a team</li> <li>• Maturity and professionalism</li> <li>• Commitment to the mission and goals of GallopNYC</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Provide administrative support to the Senior Director of Development</li> <li>• Process all donations, matching gifts, event registrations, and event ticket sales in Salesforce</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare timely and accurate gift acknowledgement letters</li> <li>• Maintain the integrity of all data flowing into and out of Salesforce</li> <li>• Ensure that coding of all gifts is consistent and accurate</li> <li>• Run gift and other reports from Salesforce</li> <li>• Maintain expense records to ensure accuracy, prompt payments and appropriate classification</li> <li>• Compile event revenue and expenditure reports</li> <li>• Coordinate and manage special mailings including overseeing timelines</li> <li>• Proofread reports, proposals, and other fundraising and stewardship materials</li> <li>• Assist in planning and organizing fundraising, cultivation, and stewardship events</li> <li>• Attend the annual Barn Dance and other in person events as directed</li> <li>• Schedule meetings and organize room bookings</li> <li>• General administrative and office functions</li> <li>• Other tasks as required</li> </ul>
<p>Leadership Pillars and Competencies</p>	<ul style="list-style-type: none"> <li>• Maintains professional and appropriate behavior at all times</li> <li>• Shows initiative, organization, and commitment to excellence</li> <li>• Committed to helping people and horses through therapeutic horsemanship</li> </ul>
<p>Role Details</p>	<ul style="list-style-type: none"> <li>• Part-Time, Hourly, Non-Exempt.</li> <li>• Role is approximately 20 hours weekly, with a regular weekly schedule requested</li> <li>• Hiring Manager: Senior Director of Development</li> <li>• Reports To: Senior Director of Development</li> <li>• Position is mostly remote, but some on-site work will be required.</li> </ul>

To apply, please email resume and cover letter to [jobs@gallopnyc.org](mailto:jobs@gallopnyc.org)

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*GallopNYC does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*