

GRADUATE ASSOCIATE OPPORTUNITY DESCRIPTION

BACKGROUND INFO

Cause Effective is a nonprofit growth partner that helps organizations diversify funding and build their base of support. We work to help groups elevate their mission and execute fundraising and communication strategies to increase revenue.

Cause Effective has worked with over 6,000 nonprofit organizations throughout the years. Since our inception, we have devoted a large part of our focus and our passion in the social justice sector, working directly with groups and in close partnership with some of New York's funders to support their social justice grantees strengthen their fundraising expertise, leadership and organizational governance. Over the past decade Cause Effective has partnered extensively with the United Way of NYC, Asian American Federation, Hispanic Federation of New York, Local Initiative Support Corporation (LISC), Nonprofit New York, CANDID, Youth INC, Support Center and UJA-Federation to meet the needs of NYC nonprofits. Support from the Altman Foundation, BNY Mellon, Dyson Foundation, Ford Foundation, Hispanics in Philanthropy, Mertz Gilmore Foundation, The New York Community Trust, New York Foundation, New York Women's Foundation, Open Society Foundations, and the Rockefeller Brothers Fund has also enabled us to service a broad swath of New York City groups.

Currently, we are partnering with the Robin Hood Foundation, The New York Community Trust, and UJA Federation to providing coaching support to collective grantees as they recover from and adapt to COVID.

In the last year, Cause Effective's consultants provided customized board trainings, intensive coaching and year-long fundraising residencies to over 120 nonprofit organizations.

Cause Effective is looking for a dynamic graduate-level individual to join our 7-member team to deepen our relationships with clients, heighten our performance in workshops and trainings, and increase our visibility and impact. Given the current need for remote work in the current crisis of COVID-19 to meet safety needs, we fully expect this position to be a remote position for the foreseeable future.

This position offers the Graduate Associate an opportunity to:

- Make a difference among nonprofits serving a broad range of communities and missions in NYC and organizations impacting the world
- Support a growing portfolio of client work full of challenges and learning opportunities
- Participate in high-level strategy conversations around marketing, business development and communications
- Gain experience in curriculum development and planning to support workshops and seminars
- Work closely with experienced consultants to analyze and improve many aspects affecting the performance of nonprofits
- Grow professionally in your knowledge and practice of organizational development and consulting

Key Responsibilities

The Graduate Associate supports Cause Effective's programming with a wide variety of nonprofits, in both individual and group settings, including workshop and consultancy coordination, marketing and outreach, communications and administration. The direct goal of this position is to ensure that Cause Effective's programs are delivered efficiently, with impact, and in a manner consistent with Cause Effective's vision. As an integral member of the Cause Effective team, the Graduate Associate will work closely with senior staff to assure the accuracy, consistency and currency of Cause Effective's processes, systems and materials.

The Graduate Associate will work 3 days per week from the hours of 10 a.m. to 6 p.m. Candidate will discuss day availability during the interview process. Monday, Tuesday, Wednesday or Thursday, Wednesday, Thursday scheduled preferred and requested. This position will start in September and extend through June of 2021. Time off will follow Cause Effective's schedule throughout the calendar year(s) 2020 and 2021.

DESIRED SKILLS

We are seeking a Graduate Associate with the following skills:

- Program/Project Management
- Outstanding Written & Verbal Communication
- Well organized with attention to Detail
- Social Media & Marketing
- Desire to learn and be mentored in Cause Effective's practice and nonprofit management business model.

PERSONAL CHARACTERISTICS

- Intelligent and persuasive; a curious problem solver who can both conceptualize and implement, and can initiate ideas and projects, not just respond to direction
- Self-starter
- An energetic, focused hard worker who is effective in a fast paced, pressured environment
- A collaborator with a sense of humor who likes to share information and ideas with colleagues

Cause Effective strives to reflect the diverse community we serve. Candidates who contribute to this diversity are strongly encouraged to apply. Cause Effective is an Equal Opportunity Employer.

COMPENSATION AND BENEFITS

Cause Effective is committed to ensuring that the graduate students who work with us through our fellowship program have a first-class experience. The Graduate Associate position involves benefits that will enhance academic and career growth such as: having quality time with senior staff, consultants and the Executive Director, engaging in impactful work and programs, and assisting in the management of relationships with nonprofit leaders, foundation and corporate funders and business professionals.

This position offers a \$12,000 stipend that covers the period between September 2020 and June 2021. We encourage interested candidates to seek additional external funding for the position as needed.

CONTACT

Please submit resume, cover letter and writing sample to Janay Daniel, Senior Program Manager at janay@causeeffective.org, with Graduate Associate in the subject line. No phone calls.