



Development and Training Assistant - Tarrytown, NY

The Mental Health Association of Westchester (MHA) is a community-based not-for-profit committed to recovery-focused mental health services through advocacy, community education and direct services. We are recognized as the leader in Westchester in providing person-centered services that involve collaborating with each individual to achieve his or her goals.

MHA facilitates recovery by providing services that reflect our deeply held values that include the recognition of individual rights of self-determination, choice, shared decision-making and collaborative work. Our highly trained staff utilize evidence-based practices throughout our comprehensive array of trauma-informed and recovery-oriented services.

Through our robust services, as well as our advocacy programs and community events, MHA is able to meet the needs of thousands of men, women, children and families each year, helping them live independent lives in the community.

We have an exciting new opportunity for a Development and Training Assistant in our Communications and Development department.

SUMMARY of DUTIES

The Development and Training Assistant provides support in a variety of capacities across several functions, including communications, community education, events and fundraising efforts. This newly created position plays a critical role in our Development Department while also supporting our Training Department, which provides professional learning opportunities to staff, community members and service providers. This role offers an exciting opportunity to promote mental health awareness in our community while supporting unfunded/underfunded services and working to erase stigma.

SPECIFIC DUTIES and RESPONSIBILITIES

- Provide support to Development and Training Departments while taking ownership of several functions.
- Coordinate materials for community events and outreach.
- Collaborate with team on social media, marketing projects and donor relations collateral (eblasts, newsletters, annual reports). Assist with content updates for website.
- Process, enter and acknowledge donations using DonorPerfect database in accordance with best practices.
- Coordinate development mailings, including pulling lists, merging and printing letters.
- Assist with special events, including preparation leading up to the event and day-of support/coordination.
- On an as-needed basis, assist with research for potential grant opportunities and provide support in gathering information for applications.
- Other duties as assigned

REQUIRED SKILLS and KNOWLEDGE

- Excellent organizational and planning skills with strong attention to detail.
- Ability to take initiative, manage multiple tasks simultaneously, be flexible when needed for specific deadlines, and work both independently and as a team member.
- Self-motivated with a positive and collaborative approach to work.
- Comfort with learning new systems and technologies.
- Experience with donor database software, knowledge of Donor Perfect preferred.
- Preferred but not required: Experience with email services (Constant Contact, Mail Chimp, Robly); an eye for graphic design; familiarity with editing websites (Drupal).

QUALIFICATIONS

- Bachelor's degree; experience working in a non-profit office setting a plus.
- 1 – 3 years of administrative/support experience.
- Excellent computer skills (Microsoft Office - Excel, Word, PowerPoint) are required.
- Must be reliable and able to work independently and understand the importance of maintaining confidentiality.
- The Assistant must be cleared by the NYS Justice Center through fingerprinting for a Criminal Records Search.
- The Assistant must be legally eligible to work in the United States.

MHA is an equal opportunity employer that is committed to diversity, and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristic protected by the applicable law.

Salary Range: \$40,000 - \$45,000, commensurate with experience. Competitive benefits package with generous PTO.

To apply, please send your cover letter and résumé by e-mail to employment@mhawestchester.org with “DT Assistant” as the subject line of the e-mail. Thank you.