

Saturday, May 24, 2025

## Part-Time Temporary Development Associate/Assistant

Company: Mind-Builders Creative Arts Center  
Location: Bronx, NY  
Compensation: \$30-\$35/hourly

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Job Title: Part-Time Temporary Development Associate/Assistant

Department: Development

Job Type: Part-time, hourly (20 hours per week)

Reports To: Assistant Executive Director for Development and External Affairs

Location: Remote or Hybrid (with on-site hours in the Northeast Bronx)

Duration: 2 months (July-August 2025)

Compensation: \$30-\$35/hour

### Overview:

We are seeking a highly skilled and detail-oriented Development Associate/Assistant to join our team on a temporary basis. The ideal candidate will bring exemplary organizational skills, technical proficiency, and a passion for development work to support our team in achieving its goals. This role will focus on providing assistance in various facets of our development efforts, ranging from project management to research, communication, and administrative support. The position is flexible with remote work options, but some hours will need to be completed on-site in the NE Bronx.

### Key Responsibilities:

Assist with the planning and execution of development projects, ensuring all deliverables are met on time.

Provide technical support and assist in maintaining development tools, databases, and systems.

Prepare and organize documentation related to development projects, including processing donations and grants, reports, presentations, and proposals.

Help coordinate meetings, track project timelines, and manage communication between internal teams and stakeholders.

Assist in tracking budgets and preparing financial reports.

Ensure the smooth day-to-day operation of the development department with general administrative duties.

### Qualifications:

A minimum of 2 years of experience in development, project management, or a similar field.

Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)

Strong knowledge of project management skills.

Excellent organizational skills with the ability to manage multiple tasks and deadlines.

Strong written and verbal communication skills.

Ability to work independently, with minimal supervision, in a fast-paced environment.

### Preferred Skills:

Experience with CRM tools, fundraising platforms, or donor databases (Bloomerang, Salesforce)

A background in [relevant industry, such as nonprofit fundraising, software development, research, etc.].

Knowledge of project management software (e.g. Asana).

### How to Apply:

Please submit your resume, along with a brief cover letter outlining your relevant experience and why you are a good match for this position to [hr@mind-builders.org](mailto:hr@mind-builders.org). In your email subject line, please include "PT Temporary Development Associate/Assistant position".

Mind-Builders Creative Arts Center  
Bronx, NY  
[www.mind-builders.org](http://www.mind-builders.org)

For more information:  
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