



THE CENTER FOR URBAN PEDAGOGY  
232 THIRD STREET#D201  
BROOKLYN, NY 11215  
(718) 596-7721  
welcometoCUP.org

## CUP is hiring!

The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement. We collaborate with designers, educators, advocates, students, and communities to make educational tools that demystify complex policy and planning issues.

We believe that increasing understanding of how these systems work is the first step to better, more equitable, and more diverse community participation. For more information, visit CUP at: <http://welcometoCUP.org>.

## CUP is seeking a Development & Communications Assistant.

CUP is seeking a full-time Development & Communications Assistant to provide support with the organization's public outreach, fundraising, and social media, as well as general organizational support.

Position responsibilities include:

- Assist the Deputy Director on all organizational fundraising and development, including grant proposal development and reporting
- Assist with individual donor management, including appeal campaign solicitations, acknowledgements, and donor correspondence
- Work with the Executive Director and Deputy Director to create CUP's external communications materials, including email newsletters, promotional materials, and press releases
- Develop CUP's social media presence, and work to expand and develop the organization's communications strategies
- Work with Youth and Community Education program staff on project launches and press
- Coordinate communications and logistics for various external requests including CUP talks, trainings, and exhibitions
- Work with CUP's Fellow for Change in Design and external designers to integrate visuals into CUP's communications materials
- Assist in the organization of special events, including the CUP Annual Benefit and public programming
- Coordinate sales of CUP products, including maintaining inventories and fulfilling orders
- Manage CUP interns and volunteers on organizational tasks
- Provide general administrative and organizational support as needed

We are seeking a candidate with an interest in arts administration, development, or communications, demonstrated communication skills, and a strong commitment to social justice. The ideal candidate would be self-directed, extremely detail-oriented, and able to work in a collaborative environment with a broad range of partners. Candidate must possess excellent verbal and written communication skills.

The candidate must be proficient with basic web applications and Microsoft Office. An interest in design, visual culture, and experience with Salesforce and Adobe Creative Suite software are pluses.

In support of our commitment to achieving greater social justice, CUP strives to be a healthy, positive, and sustainable place to work. To that end, we provide free health insurance benefits, a flexible leave policy, professional development opportunities, and a reasonable work schedule that allows our staff to have a healthy life both inside and outside of work. We are also committed to working together as a staff to better understand issues of race, equity, and justice and to continue to further our own education on how we engage with and address those issues as individuals and as an organization.

While this is an entry level position, we are looking for someone interested in developing both their own skills and CUP's development and communications strategies. There is room for growth in this position and within the organization.

If you are interested in the position, please send your resume; a cover letter; a short writing sample (3-5 pages) that demonstrates your ability to distill complex issues; and names and contact information for 3 references.

Please send all materials as a single PDF to [apply@welcometoCUP.org](mailto:apply@welcometoCUP.org) by Monday, December 11th at 5pm. Include "Development & Communications Assistant" in the subject line.

Please note that we will NOT review applications that do not provide all requested materials. No phone calls, please.

*CUP is an equal opportunity employer. We are committed to fair and inclusive employment practices, and strongly encourage people of color, women, LGBTQ individuals, people with disabilities, and others who may contribute to the diversification of ideas to apply.*