



Position:	Special Assistant to the President
Organization:	Blanton-Peale Institute & Counseling Center
Reports to:	President & CEO
Status:	Full-time, Salaried, Exempt

POSITION DESCRIPTION

Summary of Position: Blanton-Peale Institute & Counseling Center is seeking a Special Assistant to the President to manage a range of projects – most notably in the realms of communication/marketing, fund development, and select programmatic initiatives. The Special Assistant will be a key connector, on behalf of the President, with staff, members of the board of trustees, donors and other constituencies. This newly created position offers a growth opportunity for an early- or mid-career professional aspiring to work with an expanding nonprofit.

The successful candidate will have a proven track record as a leader and coordinator of team projects, an ability to connect organizational vision and direction with day-to-day details and systems, and a passion for making the world a better place by supporting mental, spiritual and societal wellbeing.

Marketing and Communications

The Special Assistant will coordinate Blanton-Peale communication and marketing, in collaboration with the President, other Blanton-Peale staff, and external Marketing consultant(s):

- Manages the publishing and distribution of digital communications, including regular email blasts and social media, gathering content from staff, collaborating with consultant on design, and keeping distribution lists up-to-date.
- Updates website content on an ongoing basis and serves as project manager for building a new Blanton-Peale website.
- Project manages print communication pieces such as annual report, gala materials, program flyers, etc.

Fund Development

Serves as the in-house point person for vital fundraising-related tasks:

- Manages Blanton-Peale's cloud-based donor database ("FundRaiser Professional") and generates various lists and reports for end-of-year appeals and other mailings, including reconciling contributions with accounting software.
- Generates appeal letters and donor acknowledgements.
- Project manages the overall timeline for the annual Norman Vincent Peale Awards Gala and the activities of the team responsible for gala materials, honoree selection, interface with venue, etc.

Select Programmatic Initiatives

Provides logistical support for programmatic initiatives that are key to Blanton-Peale's future:

- Manages logistics and coordinates internal communication for cross-departmental initiatives like the Mental Health and Spirituality Working Group, the recent six-part series on supporting mental and spiritual health for the LGBTQ community, and trauma-focused initiatives.

Other Institution-wide Responsibilities

Serves as an integral and active member of the Blanton-Peale management team, working collaboratively with and in support of all departments and the organization as a whole:

- Maintains organization-wide calendar (e.g. start/end of semester, staff and clinic holidays, staff meetings, etc.)
- Works with President to develop agenda and materials and takes minutes for quarterly Board meetings.
- Tracks paid time off and maintains personnel records for management-level personnel.
- Answers phone and provides scheduling support to the President, as needed.
- Other duties as assigned.

To perform the job successfully, an individual should demonstrate the following qualifications:

- Exceptional project management and organizational skills
- Both an energetic self-starter (“sees what needs to be done”) and a collaborative team player (able to “bring others along”)
- A genuine desire to support and partner with a senior leader
- Able to bring and share tech and media savvy to strengthen Blanton-Peale’s ability to achieve its mission
- Able to connect an organization’s “big picture” vision and direction to the details, systems and technology needed for day-to-day implementation
- Sound business writing skills
- Open to diverse perspectives and experiences
- Possesses a “positive” outlook, combined with persistence and resilience

Education & Experience Requirements

- Bachelor’s degree
- Minimum of 3 years of experience in a nonprofit setting, especially with project management and team coordination responsibilities
- Communication/marketing or fund development experience a plus

This position includes occasional responsibilities beyond the hours of the usual work day

Salary competitive and based on experience.

About Blanton-Peale Institute & Counseling Center

Blanton-Peale Institute & Counseling Center provides affordable mental health care in Midtown Manhattan. Last year, 1,550 people representing the full diversity of the City of New York worked with a Blanton-Peale therapist in our New York State-licensed clinic to overcome trauma, shame, depression and anxiety. Through a caring relationship with “their” therapist, they became more hopeful, more grounded, more insightful, more whole. In 2017-18, Blanton-Peale Counseling Center will double its capacity.

Blanton-Peale amplifies this impact by training mental health professionals, leaders, and other caring people with the tools of psychology, mental health and spirituality. Graduates of our Psychoanalytic Training Program sit for NY State licensure as psychoanalysts; community- and faith-based leaders develop the skills to address today’s mental health crisis, including in our signature Care and Counseling Program for Korean Contexts; and “pop up programs” help other caring people address today’s most pressing challenges.

Blanton-Peale was founded in 1937 by internationally renowned Rev. Dr. Norman Vincent Peale, author of *The Power of Positive Thinking*, and the eminent psychiatrist Dr. Smiley Blanton, who trained with Sigmund Freud. Since 1953, it has been treating people of all beliefs, races, ethnicities, sexual orientations and gender identities.

TO APPLY: Qualified candidates should submit a cover letter and resume to jobs@blantonpeale.org noting the job title in the subject line. Please include an indication of your salary expectation in your cover letter. Applications will be accepted until the position is filled.

Blanton-Peale Institute & Counseling Center does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information. We strongly encourage people of diverse identities to apply.