

Thursday, December 7, 2017

Development Assistant - DF19

Company: Alvin Ailey Dance Foundation
Location: New York, NY
Compensation: Open

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The Development Assistant must possess exceptional communication and organizational skills and the ability to manage multiple projects while maintaining deadlines. Successful candidates will be motivated, polished, and capable of working in a fast-paced environment. This position provides administrative support to the Department of Special Events and to the Senior Director of Development.

Responsibilities include, but are not limited to:

- * Administrative support, schedule meetings and travel, track expenses and produce expense reports, manage supply orders
- * Draft correspondence, coordinate and executing mailings
- * Draft and produce gift acknowledgements
- * Maintain event binders and files
- * Provide staffing support for Ailey events

Skills/Qualifications: Ideal candidates will possess:

- * Exceptionally strong written and oral communication skills
- * Ability to manage multiple projects in a fast-paced work environment
- * Attention to detail while maintaining speed and accuracy
- * Strong organizational skills
- * Experience working with Raiser's Edge (preferred) or like database
- * Advanced computer skills including expert knowledge of excel and powerpoint

Education/Experience: Bachelor Degree or equivalent experience. Candidates with experience working in a large multifaceted development office will be given priority.

Benefits include: health/dental insurance, flexible spending account, 403(b) retirement plan, and commuter benefits

To apply for this position, click on the apply link below and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) that contains the following items:

- * Resume
- * Cover letter detailing your interest in this position at Alvin Ailey Dance Foundation, Inc. and salary requirements
- * Contact information for two references

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For more information:
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