Wednesday, May 23, 2018

Development Assistant

Company: Ballet Tech Foundation, Inc.
Location: New York, NY
Compensation: Commensurate with experience

Job Description:

Ballet Tech seeks a Development Assistant to provide administrative support in the fundraising office. Reporting to the Director of Development, the Development Assistant participates in all fundraising activities including individual and institutional giving, direct mail appeals, and special events.

Responsibilities:

Process donations and prepare acknowledgement letters and other correspondence
Maintain foundation, corporation, and individual donor files
Manage database and generate reports as requested, including monthly donation reports
Research institutional prospects (foundations, corporations, government)
Assist with grant process including: drafting narrative reports, monitoring progress on grant deliverables, maintaining contracts and other documents on all matters related to fulfillment of grants, and writing correspondence as necessary
Collaborate with appropriate colleagues to gather and update program information, such as program statistics for use in proposals and various reports
Manage development calendar to ensure the meeting of all deadlines
Manage and update organizational profiles
Assist with fundraising appeals and mass mailings; create related e-blast solicitations
Maintain mailing/guest lists for direct solicitations and fundraising events
Assemble media and donor kits for events and meetings
Regularly update President's twitter account
Other duties as assigned by the Director of Development

Required skills and experience:

Bachelor's degree
1-2 years' nonprofit administration experience, preferably in development
Excellent written and verbal communication skills
Strong interpersonal skills
Self-motivated and able to work independently
Meticulous attention to detail
Ability to organize and prioritize work
Social media experience, e.g. Facebook, Twitter, and Crowdfunding platforms
Knowledge of Donor Perfect, Microsoft Office, and Constant Contact
An interest or experience in dance

Full benefits. Ballet Tech is an EOE. People of diverse backgrounds encouraged to apply.

Email or mail cover letter and resumé to Elizabeth LaCause, Director of Development (submissions without cover letters will not be reviewed):

elacause@ballettech.org

Development Assistant Search

Ballet Tech

890 Broadway

New York, NY 10003

www.ballettech.org

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For more information:
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