

Tuesday, August 21, 2018

The Field is seeking an Executive Associate

Company: The Field

Location: New York, New York

Compensation: \$37,000-\$40,000 commensurate with experience

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The Field

The Field is currently seeking a dynamic and self-motivated individual to support The Field's Executive Director particularly in fundraising, Board administration, and program support. The Executive Associate is responsible for supporting individual giving, special events, public and private grant proposals and reports, institutional reports and fundraising appeals. The Associate will also support programs and other core Field events as needed.

The Associate position has significant growth potential for a dynamic candidate who is ready to dive in. To facilitate the growth of this position, s/he/they will work with our grantwriter and other Field staff; classes and workshops will also be available as needed. S/he/they will learn a lot fast, have a big impact and get real mentorship and learning. It is a big job with a lot of room for growth, agency, and leadership.

EXPERIENCE The ideal candidate has excellent writing and communication skills and is very detailed, thorough, organized, and responsible. Experience with database and list management is mandatory. S/he/they is ready to grow into the work assertively, confidently, and with a willingness to learn. In accordance with our mission, we are seeking a candidate who is or has been a working artist and/or has a strong passion for the arts. In alignment with our values, we are seeking candidates who are committed to equity and inclusion and their own (and our) growth and practice.

The Executive Associate should be able to navigate day-to-day tasks while also thinking critically and creatively about the overall goals of The Field. It is important that they are able to take initiative, plan ahead in coordination with organizational timelines, collaborate with colleagues, and work independently. She/he/they should be able to multi-task, prioritize, manage and execute projects, and contribute to the supportive (and fun) nature of our office.

KEY DUTIES AND RESPONSIBILITIES

Fundraising Duties:

- Works with the Executive Director on individual giving including an annual appeal and special events (1-3 small events a year);
- Works with the Board and the Executive Director on Board fundraising including supporting cultivation appeals and events; and reporting and liaising with Board on individual giving.
- Assists with creating and implementing Institutional Marketing efforts;
- Manages program reporting and data gathering for fundraising purposes and The Field's Annual Report;
- Develops and maintains departmental organizational systems (database, files, etc); and
- Supports the submission of public and private proposal writing and reporting.

Programming Duties:

- Supports core Field program implementation as needed;
- Works with the full staff to ensure that our artists are treated respectfully, promptly, and with expertise;
- Assists the Executive Director in general operations as needed; and
- Actively participates in and supports social justice, diversity, equity and inclusion efforts.

REQUIREMENTS

- Microsoft Office Suite, including Excel and Word;
- Experience with database management.

THE FIELD IS AN EQUAL OPPORTUNITY EMPLOYER Equity and inclusion are core values of The Field. Our work is strengthened by the broad and deep range of experiences, identities, perspectives, and skills of our present and future staff. We are dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of any visible or invisible disability, sexual orientation, or any other basis prohibited by federal or state law. It is the responsibility of all employees of The Field to carry out this policy of equal employment opportunity.

SALARY AND BENEFITS The salary for this full-time (35 hour) position will range from \$37,000-\$40,000 commensurate with experience as described. Excellent benefits and vacation time, including health and dental, and legal holidays and sick time, remote and flex time eligibility, and a week off at year's end. The hours will track with our office hours (10am to 5pm Mon-Fri).

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TIMELINE The Field will hold interviews in early September. The position begins in mid-October.

APPLICATION PROCESS Please thoroughly peruse The Field's programs and mission at thefield.org. If you are interested in what we do and are qualified for the position please send one composite pdf that includes, in this order, a cover letter, resume, a brief essay (1 page max) on an experience that transformed your life and 3 references (including why the reference was chosen) to jobs@thefield.org. Your cover letter should include why The Field's goals and work aligns with your career and life goals. Please write: "Executive Associate" and your name in the subject line of your email. Please, no phone calls about this position.

Deadline to apply: Monday, September 3, 2018.

The Field
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New York, New York, 10038
thefield.org

For more information:
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jobs@thefield.org

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