

Thursday, September 20, 2018

Development Assistant

Company: Ballet Hispánico
Location: New York, NY

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About Ballet Hispánico

Ballet Hispánico, the premier Latino dance organization in the United States, has been bringing individuals and communities together to celebrate and explore Latino cultures through dance for nearly 50 years. Whether dancing on stage, in school, or in the street, Ballet Hispánico creates a space where few institutions are breaking ground.

The organization's founder, National Medal of Arts recipient Tina Ramirez, sought to give voice to the Hispanic experience and break through stereotypes. Today, Ballet Hispánico is led by Eduardo Vilaro, an acclaimed choreographer and former member of the Company, whose vision of social equity, cultural identity and quality arts education for all drives its programs.

Ballet Hispánico, a role model in and for the Latino community, is inspiring creativity and social awareness in our neighborhoods and across the country by providing access to arts education.

Position Summary

Ballet Hispánico seeks a Development Assistant who will advance the mission of the organization by providing excellent and energetic fundraising support. The assistant reports to the Chief Development Officer and is co-supervised by the Managers of Institutional Relations and Individual Giving.

Primary Responsibilities

- Support the implementation of all fundraising campaigns
- Coordinate fundraising mailings
- Provide accurate and timely processing of gifts and acknowledgment letters
- Ensure accuracy of contact information, processing all updates in constituent database
- Become the manager of the database and continue to find ways to refine database processes
- Assist with preparation of grant proposals and reports
- Conduct preliminary research on prospective corporate, foundation, and individual donors
- Assist in preparation, execution, and guest relations for development and cultivation events
- Co-manage and cultivate the new School of Dance Parents Association
- Submit External Affairs invoices to Finance Office and reconcile expense budgets monthly
- Order External Affairs Department office supplies for staff members
- Hire and manage Development Interns
- Support the Managers of Institutional Relations and Individual Giving
- Assist the Chief Development Officer as needed

General

- Able to work evening and weekends when needed
- Perform all other duties as required

Qualifications

- Bachelor's degree
- Minimum of two years of work or internship experience, preferably in a nonprofit organization
- Commitment to excellence and high standards
- Passion, enthusiasm, focus, creativity, and a positive outlook
- Excellent written and oral communication skills
- Strong organization, problem-solving, and analytical skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Ability to work independently and as a member of various teams and committees
- Proficiency at Microsoft Excel, Word, and Outlook required. Familiarity with Salesforce, Classy, Predictive, and Photoshop a plus.
- Spanish language skills a plus.

Compensation and Application Procedure

This is a full-time position for immediate hire. Salary and benefits are competitive with nonprofit organizations of comparable scope and scale. To apply, please address your cover letter and resume to Lorraine LaHuta, Chief Development Officer, and email the materials to vshadle@ballethispanico.org. Please include "YOUR NAME - Development Assistant" in the subject line. Incomplete applications will not be considered. No phone calls, please.

Ballet Hispánico is an equal opportunity/affirmative action employer.

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