

Friday, February 18, 2022

Development Associate, Annual Giving

Company: The Juilliard School
Location: New York, NY
Compensation: 55,000.00

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The Development Associate assists and supports the Annual Giving team. Under the guidance of the Associate Director of Annual Giving, the Development Associate will work as needed with donor solicitation, correspondence, and communication with all individual membership groups, Association and Ovation Society.

Hybrid schedule is possible, but can be subject to change at any time due to the needs of the operations.

Responsibilities:

- Assists the Associate Director in managing and growing the Juilliard Association and Ovation Society; handles all related mailings/emails, including monthly renewal notices, strategic upgrade/acquisition campaigns, acknowledgments, and other correspondence as needed
- Drafts and processes acknowledgement letters for all other general contributions (under \$10,000)
- Serves as the primary email/phone customer service representative for the Juilliard Patrons' Desk; fields all inquiries and processes VIP ticket requests for Board of Trustees, Council, Global Council, major donors, and members
- Assists box office and development operations with pulling reports, maintaining database, and activating members
- Assists with the planning and execution of all membership events
- Maintains membership events on the website performance calendar and membership information page
- Develops and executes the monthly member e-news and various marketing projects
- Assists with annual appeal campaigns including drafting copy, reviewing mailing lists, developing and executing email campaigns
- Reviews all membership and annual appeals gifts for proper coding
- Identification of donor prospects via cultivation and stewardship interactions
- Manages the quantities and organization of Development collateral
- Answers telephone calls for the Development office, assisting with general inquiries and directing calls where appropriate
- Helps with all other Development related duties as assigned
- The successful candidate must be able to work well with all levels of employees, be flexible in nature, have sound judgment with an open and collaborative style that encourages teamwork and cooperation beyond the immediate team to the broader organization.
- Ability to work with a wide range of constituencies (staff, students, faculty, and administrators) with diplomacy and tact
- Understanding of the mission of The Juilliard School

Minimum Requirements:

- B.A. degree
- Two to three years' experience in a Development Office with preference for a performing arts or educational institution
- Excellent writing, analytical, communication, and interpersonal skills
- Highly organized, motivated, collaborative, creative, and deadline oriented
- Ability to multi-task with strong attention to detail
- Passion for donor stewardship
- Ability to work some evenings and weekends
- Proficiency in Raiser's Edge or other fundraising database
- Interest in and knowledge of the performing arts

Preferred Background:

- Understanding and appreciation of the performing arts

This description provides the key responsibilities and requirements of the position. It is not intended to be an exhaustive list of all responsibilities. Other duties may be assigned as needed to meet The Juilliard School's goals.

The Juilliard School has an ongoing commitment to the principles and practices of diversity and inclusiveness throughout the community and strongly encourages applications from candidates who would enhance the diversity of the School's administration.

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