



new yorkers for dance.

## L I S T I N G S

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Thursday, December 6, 2018

## Operations Manager

Company: Dances For A Variable Population, Inc.

Location: New York, NY

Compensation: Commensurate with experience

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Part time – 20 hours per week

### Job Description

Serves as gate-keeper to the organization, screening phone calls and visitors and communicating important information to the Artistic Director/CEO

Supports the Artistic Director/CEO in scheduling meetings and appointments

Oversees collection and tracking of all donations; responsible for keeping donor demographics accurately updated.

Generates pre-defined reports and mailing lists as needed

Supervise and instruct volunteers in data entry for client program registration and evaluation as well as donor information.

Assists Artistic Director/CEO in responding to external inquiries re: the organization

Assists in preparing correspondences to potential donors and follow-up thank you letters to existing donors

Assist with logistics for special events and other projects,

Prepare weekly progress report re: assignments and deadlines.

Liaise and work closely with entire DVP team consisting of the Artistic Director, Manager of External Affairs, Office Assistant, Teaching Artists, and Guest Artists

### Job Requirements

Must have experience working with Google Drive, Microsoft Office, Mailchimp, and Salesforce.

Must be available to work afternoons, 3-4 days per week at our office in Central Harlem.

\*Spanish fluency would be helpful, but is not required.

This is a part-time position, salary is commensurate with experience.

Please send your resume and introduction letter to [admin@dvpnyc.org](mailto:admin@dvpnyc.org)

Dances For A Variable Population, Inc.

127 West 127th Street

New York, NY, 10027

[www.dvpnyc.org](http://www.dvpnyc.org)

For more information:

Brandi Williams

[admin@dvpnyc.org](mailto:admin@dvpnyc.org)[< back](#)[previous listing](#) • [next listing](#)

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#### Contact

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