

Thursday, September 11, 2014

## Development Assistant, Individual Giving

Company: Alvin Ailey American Dance Theater

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Job Title: Development Assistant, Individual Giving  
 Organization: Alvin Ailey American Dance Theater  
 Location: New York, NY  
 Website: <http://www.alvinailey.org>

Alvin Ailey American Dance Theater, Alvin Ailey Dance Foundation, one of the world's premier dance institutions, seeks a motivated and personable team player to assist the organization's individual giving efforts. Alvin Ailey Dance Foundation is a nonprofit organization comprised of the Alvin Ailey American Dance Theater, Ailey II, The Ailey School, and Ailey's Arts in Education Programs.

Alvin Ailey American Dance Theater is seeking a Development Assistant, Individual Giving. This position offers a dedicated individual the opportunity to join a collaborative team, which raises \$9.5M annually in support of all of the Ailey organization's programs, including new works, scholarships for young dancers, and innovative outreach programming.

Responsibilities include the following:

### Annual Giving

Assist in the planning and development of materials for national multi-platform acquisition campaigns;  
 Prepare annual giving materials, including renewals & benefit fulfillment activities;  
 Support the planning and execution of The Ailey School's Parents Annual Fund;  
 Provide customer service to current and potential donors;  
 Assist with general departmental tasks i.e. cultivation events and mass mailings;

### Research

Support Individual Giving, Major Gifts, and Special Campaign teams through timely and comprehensive donor research;  
 Identify donor prospects from ticket buyer lists, name collections, and other sources;  
 Assist in appropriately and efficiently transitioning donors up the giving pipeline.

### Data Management

Maintain correct and accessible data for donor records;  
 Interface with website and publications team to ensure accurate donor recognition

### Skills/Qualifications:

Strong organizational and time management skills

Ability to manage multiple projects and succeed within fast-paced work environment  
 Knowledge of data management systems required— Raiser's Edge and Excel preferred.

### Experience/Education:

Bachelor's degree preferred and/or three-five years experience in a nonprofit sector

To apply for this position please submit the following to [Devojobs@alvinailey.org](mailto:Devojobs@alvinailey.org) and in the subject line include: Development Assistant, Individual Giving

### Resume

Cover letter detailing your interest in this position at Alvin Ailey Dance Foundation, Inc. and salary requirements  
 Contact information for two professional references

No phone calls please.

Alvin Ailey Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

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