

Thursday, September 11, 2014

Development Assistant - Seasonal

Company: Alvin Ailey American Dance Theater

► [Share](#) | [Print](#) | [Download](#)

Job Title: Development Seasonal Assistant – P/T (20-30 hours a week)
 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 part-time administrative help in the Development department during September 2014 – January 2015. This position offers an 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 for this position include:

Excel and Raiser's Edge data entry, assistance with mailings, confirmation phone calls, ticketing reports and other general office duties.

Ideal candidate will be a self-motivated and energetic individual with a keen eye for detail and strong organizational skills.

Skills/Qualifications:

Self-motivated, energetic, keen eye for detail and strong organizational and time management skills

Ability to manage multiple projects and work 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 and in the subject line include Development Seasonal:

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.

Alvin Ailey American Dance Theater

For more information:
 Toronda Miller
tomille@alvinailey.org

[< back](#)

[previous listing](#) • [next listing](#)