

Monday, March 16, 2015

## Development and Administrative Associate

Company: Shen Wei Dance Arts

Location: New York, NY

Compensation: Based on experience.

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Shu Lai

Shen Wei Dance Arts seeks a Development and Administrative Associate with a keen attention to detail and the ability to work independently and in a team setting. Primary responsibilities include donation tracking and acknowledgements, assisting the Director of Development with donor cultivation, special event planning, grant applications, volunteer and intern recruitment, and other administrative duties to support the organization, including managing and maintaining the Company database (DonorTools), sending donor acknowledgement letters, organizing donor events and the annual fundraising gala; assist in preparing grant applications and performing other administrative tasks as needed.

### Qualifications:

Bachelor's Degree required; excellent writing and superior editing skills a must; Proficiency in Microsoft Word and Microsoft Excel, knowledge of Donor Tools, Photoshop and In Design very helpful.

Applicants must have strong organizational skills with the ability to manage multiple projects at once; must be able to work longer hours when required.

### Position Details:

Position is Part-Time Permanent; average commitment of 24 hours per week expected;

Salary based on experience. Position to be filled as soon as appropriate candidate identified; we encourage the early submission of resumes.

Shen Wei Dance Arts is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

Shen Wei Dance Arts  
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