

Wednesday, July 22, 2015

## Development Assistant

Company: Dance/NYC

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Location: New York , NY

Compensation: Compensation is hourly (\$18-20), based on experience. Dance/NYC is an equal opportunity employer.

**Title:** Development Assistant

**Location:** New York City

**Reports to:** Executive Director, Operations Manager

**Status:** Part-time, non-exempt position with opportunity for career growth within the organization; hours (app. 20) negotiable; start date also negotiable but as soon as possible

Dance/NYC's ([www.dancenyc.org](http://www.dancenyc.org)) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. The organization achieves this mission through three core program areas: public engagement/education, research, and convening/professional development. It seeks to add a part-time employee to its current 3.5 member team to coordinate and provide administrative support for its development activities, particularly individual donors.

### Duties and Responsibilities

- Manage all aspects of cultivation and fundraising events, at least two annually, including but not limited to event logistics, invitations, and sponsorships
- Manage all aspects of fundraising solicitation (print and online) and acknowledgements for recurring and new individual donors, including 1-2 annual direct mailings and targeted campaigns, for instance, for special projects and matching funds
- Develop and manage pilot corporate giving campaign and create plan for future corporate campaign efforts thereafter
- Conduct substantive prospect research for individual donors, Board and committee members, and corporate sponsors, and develop prospect lists
- Keep detailed donor records for audit and administrative purposes and maintain and improve database (Salesforce), including data entry and clean up
- Regularly produce execution plans and reports on impact for ongoing activity for staff, leadership, and external stakeholders
- Participate in setting short- and long-term fundraising goals and generate recommendations for additional business development initiatives, including e-communications and social media campaign activity
- Regularly liaise with staff to advance fundraising objectives across areas of activity, especially programs and communications; and provide additional fundraising and administrative support as needed
- Provide service to donors as directed, including activity to advance their role as ambassadors

### Qualifications

The ideal candidate will have relevant prior development experience and be comfortable using Microsoft Office Suite and CRM Software (Salesforce). S/he will be methodical and detail oriented, with excellent planning and time management skills, and able to advance multiple projects simultaneously while meeting deadlines. S/he will have strong communications, especially writing skills. S/he will be versed in the arts and culture landscape.

To apply, please send a cover letter, resume, compensation requirements, and references by e-mail to Milena Luna at [mluna@dancenyc.org](mailto:mluna@dancenyc.org). The position is open until filled but Dance/NYC will give preference to applications received by Friday, August 7, 2015.

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For more information:  
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