

Thursday, October 27, 2016

Development Associate - New York Live Arts

Company: New York Live Arts
Location: New York, NY

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POSITION TITLE: Development Associate

POSITION SUMMARY:

New York Live Arts, home of the Bill T. Jones/Arnie Zane Company, and one of the country's premier organizations devoted to contemporary dance and movement, is seeking a full-time Development Associate to join its development staff.

Reporting to the Individual Giving & Special Events Manager, the Development Associate helps coordinate various activities of the department with a particular focus on special events and data management.

RESPONSIBILITIES:

In coordination with the Individual Giving & Special Events Manager:

Individual Giving

- Process gifts, prepare acknowledgements, fundraising appeals and reports on development income
- Maintain Patron Manager database and donor information
- Administer Membership program and benefits
- Design, develop and prepare individual fundraising materials including invitations, e-blasts, stewardship materials and year-end mailings
- Handle donor requests for performance tickets or other donor-related needs
- Update donor lists for program and website publication
- Assist with correspondence, research, meeting preparation and other activities and business operations of the department

Special Events

- Assist in planning annual fundraising gala
- Produce mailing lists for events, announcements, etc.
- Maintain and update event guest lists
- Coordinate implementation of various on-site events, including catering, décor, entrance control and take-home materials
- Assist in ordering beverages, alcohol, and snacks for lobby bar

Institutional Giving

- Assist the Institutional Giving Manager with grant reporting and research, as schedule permits

QUALIFICATIONS:

- Bachelor's Degree
- Minimum 1-3 years of non-profit fundraising experience
- Familiarity with CRM databases, Patron Manager preferred
- Proficiency with Microsoft Office Suite, Google Drive, as well as Mac OSX
- Strong writing, communication and interpersonal skills; poise, tolerance for diverse viewpoints, and a sensitivity to the artistic process
- Knowledge of and deep interest in contemporary dance and/or related performing or visual arts
- Experience with Adobe Creative Suite, a plus

COMPENSATION: Full-time salary commensurate with experience; health benefits included. This is an entry-level position with opportunities for growth.

TO APPLY: Please submit a resume and cover letter to careers@newyorklivearts.org with "Development Associate" in the subject line. No phone calls please.

New York Live Arts
219 W 19th St
New York, NY, 10011
www.newyorklivearts.org

For more information:
New York Live Arts
careers@newyorklivearts.org

