

Tuesday, July 18, 2017

Development Assistant

Company: Martha Graham Dance Company
Location: New York, NY

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Martha Graham Center of Contemporary Dance seeks a self-motivated, hard-working and creative individual to become an integral member of its development team. Reporting directly to the Director of Individual Giving, the Development Assistant provides essential administrative support to the department and plays a key role in the organization.

The Development Assistant will participate closely on individual giving campaigns, corporate sponsorships, and special events, including an annual gala, and will be responsible for maintaining the development database, with oversight and training from the Director of Individual Giving. Additionally, the Development Assistant will be involved in providing administrative support to institutional giving efforts, including foundation and government grants. The Development Assistant will help to ensure that the development department runs in an efficient manner, implements best practices, and reflects the creative spirit of the organization's founder.

This position is a hands-on growth opportunity in the development department at one of the world's leading arts organizations.

Primary Responsibilities and Duties

Assist with individual donor solicitation and recognition process, including preparation of letters, renewals, listings and reports

Maintain development database and files

Assist in planning and managing special events throughout the year, including a cocktail party in the fall, annual gala in the spring and cultivation events throughout the year (monitor responses, manage mailings and lists, maintain sales reports, work with caterers and vendors, support committee activity, manage the guest experience, and other related duties)

Complete prospect research and reporting

Participate in developing sponsorship proposals and support those partnerships

Provide administrative support for board and event committees

Represent the organization at donor events and performances

Generate and present creative ideas that drive funding

Other related duties

Requirements and Qualifications

Skills and Interests

Exceptional attention to detail and organization

Excellent interpersonal and social skills

Excellent writing and research skills

Service-oriented and responsive, with comfort cultivating and servicing individual donors and anticipating the needs of partners

Strong project management skills

Positive attitude and collaborative spirit

Interest in contemporary dance, philanthropy, and/or nonprofit management

Awareness of contemporary trends in New York City's cultural landscape

Education and Experience

B.A.

Prior office experience, ideally at a non-profit or in a client-facing position

Proficiency in Microsoft Office

Proficiency in Adobe Creative Suite, especially InDesign, Illustrator and Photoshop, preferred

Prior events experience, preferred

Prior experience with development database, preferred

Prior experience or training with online fundraising, preferred

To apply, please send a short cover letter and resume to development@marthagraham.org with Development Assistant in the Subject line. The interview process will begin in August.

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