

Tuesday, July 25, 2017

Development Associate/Researcher

Company: Dance Theatre of Harlem
Location: New York, NY

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Job Description

Status: Non-Exempt

Dance Theatre of Harlem (DTH), established in 1969, is an institution rooted in diversity that celebrates and utilizes classical ballet and other dance forms to inspire as well as to effect change. Through its school, touring company and arts education programs, young people in the New York metropolitan area, across the country and around the world are exposed to the power of art to create a brighter future.

The Dance Theatre of Harlem School offers members of the community the opportunity to gather, create, learn and perform through a wide range of education and community programs by incorporating various genres of dance such as ballet, modern, jazz, hip-hop, and other styles of the African Diaspora.

Dance Theatre of Harlem is seeking a Development Associate/Researcher, who administers and implements all development activities, including the prospecting and securing of foundation, corporate, and individual donors, as well as executing fundraising events with primary focus on development and communications support. S/he must have strong oral and written communications skills, a capacity to comfortably relate to a wide variety of people, a positive attitude, and a disposition for managing details Reporting to the Development Director, the Development Associate/Researcher's responsibilities include but are not limited to:

Essential Functions

- Process all charitable donations and gifts
- Manage database and maintain quality control
- Conduct prospect research as directed
- Develop and maintain donor profiles and conduct analysis
- Provide general administrative/clerical support
- Manage all donor lists
- Conduct queries and generate reports as requested
- Data entry
- Provide event support
- Manage mailings with development staff
- Manage all donor records and maintain electronic and hard copy files
- Other functions as requested

Secondary Functions

- Supervise interns and volunteers
- Maintain development office calendar

Required Qualifications

- College degree
- At least 2-3 years of solid development and nonprofit work experience
- Strong computer and research skills (Microsoft Office and Web 2.0)
- Proficiency in Raiser's Edge or similar Database Software experience necessary
- Crystal Reports experience a plus
- Detail oriented with excellent organizational skills
- Ability to manage multiple tasks and timelines simultaneously
- Excellent verbal and written communication skills with ability to write reports and proposals
- Highly motivated self-starter with proven ability to develop creative solutions

- Project a professional demeanor
- Team worker with strong interpersonal skills
- Availability to work occasional evenings and weekends
- Eligible to work in USA

Terms and Conditions

Full time

Compensation: Salary commensurate with experience and educational background, paid on a bi-weekly basis and includes fringe benefits (Health, Dental, Vision, Long Term Disability, Retirement (401(k) plan, Transitcheck).

Dance Theatre of Harlem is an equal opportunity employer.

How to Apply:

To apply for this position please email your resume and cover letter to development@dancetheatreofharlem.org with the subject "Development Associate/Researcher".

Dance Theatre of Harlem
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For more information:
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