

Wednesday, May 23, 2018

## Development Assistant

Company: Ballet Tech Foundation, Inc.

Location: New York, NY

Compensation: Commensurate with experience

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### Job Description:

Ballet Tech seeks a Development Assistant to provide administrative support in the fundraising office. Reporting to the Director of Development, the Development Assistant participates in all fundraising activities including individual and institutional giving, direct mail appeals, and special events.

### Responsibilities:

- Process donations and prepare acknowledgement letters and other correspondence
- Maintain foundation, corporation, and individual donor files
- Manage database and generate reports as requested, including monthly donation reports
- Research institutional prospects (foundations, corporations, government)
- Assist with grant process including: drafting narrative reports, monitoring progress on grant deliverables, maintaining contracts and other documents on all matters related to fulfillment of grants, and writing correspondence as necessary
- Collaborate with appropriate colleagues to gather and update program information, such as program statistics for use in proposals and various reports
- Manage development calendar to ensure the meeting of all deadlines
- Manage and update organizational profiles
- Assist with fundraising appeals and mass mailings; create related e-blast solicitations
- Maintain mailing/guest lists for direct solicitations and fundraising events
- Assemble media and donor kits for events and meetings
- Regularly update President's twitter account
- Other duties as assigned by the Director of Development

### Required skills and experience:

- Bachelor's degree
- 1-2 years' nonprofit administration experience, preferably in development
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Self-motivated and able to work independently
- Meticulous attention to detail
- Ability to organize and prioritize work
- Social media experience, e.g. Facebook, Twitter, and Crowdfunding platforms
- Knowledge of Donor Perfect, Microsoft Office, and Constant Contact
- An interest or experience in dance

Full benefits. Ballet Tech is an EOE. People of diverse backgrounds encouraged to apply.

Email or mail cover letter and resumé to Elizabeth LaCause, Director of Development (submissions without cover letters will not be reviewed):

[elacause@ballettech.org](mailto:elacause@ballettech.org)

Development Assistant Search

Ballet Tech

890 Broadway  
New York, NY 10003  
[www.ballettech.org](http://www.ballettech.org)

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