

Thursday, November 8, 2018

Development Operations Associate - DF53

Company: Alvin Ailey Dance Foundation
Location: New York, NY
Compensation: DOE

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Alvin Ailey Dance Foundation, one of the world's premier dance institutions, seeks a Development Operations Associate to join the Development team. Alvin Ailey Dance Foundation is a nonprofit organization comprised of the Alvin Ailey American Dance Theater, Ailey II, The Ailey School, Ailey's Arts in Education Programs, and Ailey Extension.

The organization's mission is to further the pioneering work of Alvin Ailey by establishing an extended cultural community which provides dance performances, training, and community programs for all people. As important as its artistic and educational mission, the Ailey organization plays a social role, using the beauty and humanity of the African American heritage and other cultures to inspire and unite people of all races, ages and backgrounds.

Named "Cultural Ambassador to the World," by a United States Congressional Resolution, Alvin Ailey American Dance Theater numbers 32 of the most talented dancers in the world, and its diverse repertory is unparalleled in modern dance. A typical season includes engagements in its home base of New York City: 5 weeks each winter at New York City Center and 1 or 2 weeks each spring at Lincoln Center, a 20 city United States tour and extensive international touring. Annually, nearly 500,000 people experience Ailey performances and programs.

A multifaceted organization, the Ailey family also encompasses Ailey II, a second company dedicated to the development of young artists and community outreach; The Ailey School, a world-class dance academy which provides instruction to a diverse group of students aged 3-25; Ailey Arts in Education and Community Programs which provide young people from diverse cultural and economic backgrounds the opportunity to explore dance, build self-esteem and develop life skills; and Ailey Extension which offers "real classes for real people."

The Development Operations Associate must possess exceptional communication and organizational skills and the ability to manage multiple projects while maintaining deadlines. Successful candidates will be motivated, polished, and capable of working in a fast-paced environment. This position reports to the Director of Development Operations.

Responsibilities include, but are not limited to:

Processing membership and philanthropic gifts in Raiser's Edge with the highest attention to detail in a timely and accurate manner;

Generating donor correspondence, including acknowledgement letters, tribute letters, and pledge invoices;

Maintaining paper and electronic donor records within the Development office, ensuring PCI compliance when handling sensitive financial and gift information;

Providing assistance with monthly income and expenses reconciliation while partnering closely with Finance Department to ensure timely submission and receipt of checks and wire transfers;

Complying with department policies and protocols to maintain data integrity;

Providing assistance with high volume department mailings;

Assisting with the maintaining of accuracy of the Raiser's Edge database system;

Assisting with annual budgeting process;

Managing office supply needs and performing other position-related duties, as assigned.

Skills/Qualifications: Ideal candidates will possess:

Ability to manage multiple projects in a fast-paced work environment;

Attention to detail while maintaining speed and accuracy;

Strong organizational skills;

Experience working with Raiser's Edge (highly preferred) or similar database;

Advanced computer skills including expert knowledge of Microsoft Office Suite;

Bachelor's degree and two years of experience in a busy fund-raising (or comparable) office environment;

One year of gift processing experience or experience with high-volume data entry;

Excellent communication skills and the confidence to deal with and provide superior customer service to a diverse audience, including senior management, gift officers, board members, and donors.

Education/Experience:

Bachelor's Degree or equivalent experience. Candidates with experience working in a large multifaceted development office will be given priority.

Benefits include: health/dental insurance, flexible spending account, 403(b) retirement plan, and commuter benefits.

To apply for this position visit <https://www.alvinailey.org/about/job-opportunities> and click on the apply link and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) that contains the following items:

Cover letter detailing your interest in this position at Alvin Ailey Dance Foundation, Inc. including Salary requirements

Resume

Contact information for two references

No Phone Calls Please

To apply for this position, please use the following URL:

https://ars2.equest.com/?response_id=a373f3bfb78852d2fe3cf265fbc08bed

Alvin Ailey Dance Foundation
New York, NY
New York, NY, 10019
555-555-5555

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