Tuesday, October 11, 2022

MOVE|NYC| is Hiring a Business Manager!

Company: MOVE|NYC|
Location: New York, NY
Compensation: The range for this full-time salaried non-exempt position is $45,000 - $55,000 with benefits

Inspired by the rise of the Black Lives Matter movement in 2013 and the lack of diversity Nigel Campbell and Chanel DaSilva witnessed throughout their artistic training and professional careers, Chanel and Nigel co-founded MOVE|NYC| in 2015—a Black-led nonprofit with the mission of cultivating greater diversity and equity in the dance profession and beyond. What began as just a 3-week tuition-free summer intensive for gifted NYC teenagers with a $25K budget has evolved in just 7 years into a leading-edge arts and social justice organization with 6 mentorship, artistic training, and professional development programs with a 100% matriculation rate and a growing $800K budget. MOVE|NYC| imagines more people imagining. Please learn more about our mission, program offerings, and other activities by visiting this link: https://www.movenyc.nyc/purpose.

POSITION SUMMARY

The Business Manager is an ambitious and sophisticated forward-thinker, communicator, and justice driven nonprofit professional who thrives in a high stakes environment and is driven by passion, vision, and excellence. The Business Manager provides MOVE|NYC| with a range of administrative, operational, and fundraising operations support, all while deepening their experience in the areas of philanthropic operations, data management, and research. The successful candidate will have at minimum 1-2 years of prior experience in a similar role and responsibilities, evident passion for the arts and arts education, social and racial justice, and youth development and empowerment, an alignment with MOVE|NYC|'s mission, and demonstrated commitment to nonprofit management. The successful candidate must be able to work well with all levels of employees, be flexible in nature, have sound judgment with an open and collaborative style that encourages teamwork and cooperation. The Business Manager is directly supervised by the Managing Director and regularly collaborates with the Founders & Artistic Directors. The Business Manager is a full-time, 40 hours per week, and non-exempt position with opportunities for advancement. The position primarily requires remote administration, however, please note that annual activities will take place in-person in New York City and require in-person support. As such, all employees must be fully vaccinated to execute the duties of this position.

KEY RESPONSIBILITIES

The Business Manager is responsible for maintaining MOVE|NYC| as a creative and productive working environment and takes a meaningful role in meeting the administration/communications, development operations, and other identified objectives of the organization:

ADMINISTRATION & COMMUNICATIONS (25% of time)

- Collaborate on day-to-day administrative projects and correspondence
- Coordinate closely with the Executive team to ensure timely newsletter, social media, and website content is crafted and posted to support fundraising/program priorities and strategy
- Manage financial and other onboarding forms/agreements
- Propose and draft creative ideas/captions/media for fundraising campaigns, execute marketing deliveries, and manage internal functions such as ordering supplies and inventory and archiving records

DEVELOPMENT OPERATIONS & SPECIAL EVENTS (25% of time)

- Provide support for all giving campaigns and fundraising events, including mailings, solicitations, renewals and special appeals, and accurate record keeping
- Manage donor meeting calendars and site visits in addition to their gift solicitation calendar
- Manage data maintenance and protocols, including the processing, tracking, and acknowledgement process of donors and gifts/pledges, prospects, pipelines, and generating lists/reports to move development activities forward

SPECIAL PROJECTS & EXECUTIVE ASSISTANCE (25% of time)

- Support the Executive Team in planning/scheduling events, meetings, and administering organizational goals
- Drafts agendas and materials for meetings, further taking meeting notes and distributing action items

DATABASE OPERATIONS & RESEARCH (25% of time)

- Updates contact information within the database regularly and proactively (e.g., follows up and/or researches alternate contact information when emails bounce or mail is returned)
- Generates queries, reports, and any other data, ensuring data is accurate and clean
- Inputs research into the database and conducts research as requested

MOVE|NYC| is a growing non-profit and employees are often called upon to perform other duties that are necessary to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

SCHEDULE

The Business Manager is scheduled to work 40 hours per week. General working hours are Monday to Friday between 10:00 AM and 6:00 PM. Occasional evenings & weekends are required for annual activities and events.

COMPENSATION & BENEFITS

The range for this full-time salaried non-exempt position is $45,000 - $55,000. As a full-time employee you are eligible for group health and dental insurance, vacation leave, 12 paid holidays, paid sick leave, and further benefits.

QUALIFICATIONS

Experience & Abilities - The successful candidate:

Has a minimum of 1-2 years of administrative experience at the assistant or associate level and the ability to be independent and proactive in their role

An eagerness to learn and ability to take initiative, work collaboratively as part of and in a team setting, solve problems, look at the big picture, and maintain attention to detail

Knowledge & Skills:

High level of computer proficiency with knowledge of word processing and spreadsheets

Has advanced organizational skills with the ability to manage multiple projects, be detail-oriented, time-efficient, and capable of working in a fast-paced work environment

Desirable, but not required:

Content generation and strategic skills for marketing

Knowledge of photo/video editing software and CRM database management skills are a plus

APPLICATION INSTRUCTIONS

Application Launch Date: October 6, 2022

Application Desired Due Date: November 1, 2022 (position will remain open until filled)

Interested candidates should apply by sending an email to Managing Director Niya Nicholson at employment.movenyc@gmail.com with your Last Name, First Name: Business Manager in the subject line. Please submit a resume that reflects position experience and a 1-2 page cover letter that includes your personal statement and details your interest in the position and career goals, supporting experience, and emails and phone numbers for 2 professional references in a single PDF. Successful applicants will be contacted for 2 rounds of interviews. We encourage residents of New York City to apply.

MOVE|NYC| Foundation Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, disability, military status, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We strongly encourage individuals that identify as BIPOC to apply.

MOVE|NYC|
New York, NY
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https://www.movenyc.nyc

For more information:
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