

Tuesday, April 2, 2024

Development & Communications Assistant

Company: Ballet Tech

Location: New York, NY

Compensation: Annual Salary range is \$50k - \$55k, depending on experience level

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Ballet Tech seeks a Development & Communications Assistant to support the organization's fundraising and marketing/communications functions. Reporting to the Director of External Affairs, the Development & Communications Assistant is a highly organized and self-motivated individual who will contribute to a range of departmental activities including individual and institutional giving, direct mail appeals, social media campaigns, and special events.

Essential Duties & Responsibilities:

Development/Fundraising

- o Process donations and prepare acknowledgement letters and other donor correspondence
- o Maintain foundation, corporation, and individual donor files
- o Update the database and generate reports as requested, including monthly donation reports
- o Research institutional prospects (foundations, corporations, government)
- o 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
- o Collaborate with appropriate colleagues to gather and update program information, such as program statistics for use in proposals and various reports
- o Maintain development calendar to ensure the meeting of all deadlines
- o Maintain and update organizational profiles
- o Assist with fundraising appeals and mass mailings; create related e-blast solicitations
- o Maintain mailing/guest lists for direct solicitations and fundraising events
- o Assemble media and donor kits for events and meetings

Marketing/Communications

- o Maintain social media calendar to ensure timely launch and completion of all campaigns
- o Draft content for social media campaigns and daily content on all of Ballet Tech's public-facing platforms
- o Collaborate with school program colleagues to gather information for external newsletters, performance programs, event announcements, etc.
- o Collaborate with school program colleagues to capture audio and video assets
- o Update Ballet Tech's website with current information, as requested

Required skills and experience:

- 1-2 years of nonprofit administration experience, preferably in fundraising or marketing
- Excellent written and verbal communication skills
- Self-motivated and independent
- Meticulous attention to detail
- Knowledge of Donor Perfect, Microsoft Office, and Constant Contact
- Solid knowledge of social media platforms (especially Facebook, Instagram, TikTok, and YouTube)
- Knowledge of Canva and Adobe Creative Suite a plus

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