



new yorkers for dance.

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Thursday, December 6, 2018

Operations Manager

Company: Dances For A Variable Population, Inc.

Location: New York, NY

Compensation: Commensurate with experience

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Part time – 20 hours per week

Job Description

Serves as gate-keeper to the organization, screening phone calls and visitors and communicating important information to the Artistic Director/CEO

Supports the Artistic Director/CEO in scheduling meetings and appointments

Oversees collection and tracking of all donations; responsible for keeping donor demographics accurately updated.

Generates pre-defined reports and mailing lists as needed

Supervise and instruct volunteers in data entry for client program registration and evaluation as well as donor information.

Assists Artistic Director/CEO in responding to external inquiries re: the organization

Assists in preparing correspondences to potential donors and follow-up thank you letters to existing donors

Assist with logistics for special events and other projects,

Prepare weekly progress report re: assignments and deadlines.

Liaise and work closely with entire DVP team consisting of the Artistic Director, Manager of External Affairs, Office Assistant, Teaching Artists, and Guest Artists

Job Requirements

Must have experience working with Google Drive, Microsoft Office, Mailchimp, and Salesforce.

Must be available to work afternoons, 3-4 days per week at our office in Central Harlem.

*Spanish fluency would be helpful, but is not required.

This is a part-time position, salary is commensurate with experience.

Please send your resume and introduction letter to admin@dvpnyc.org

Dances For A Variable Population, Inc.

127 West 127th Street

New York, NY, 10027

www.dvpnyc.org

For more information:

Brandi Williams

admin@dvpnyc.org[< back](#)[previous listing](#) • [next listing](#)

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