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Saturday, June 8, 2019

Data Entry & Research Assistant - Fundraising

Company: Mark Morris Dance Group

Location: Brooklyn, NY

Compensation: Salary and comprehensive benefits package

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As the Dance Group approaches its 40th anniversary in 2020, key investments in operations, capital and program expansion, and legacy planning are essential. The Data Entry & Research Assistant is a new position created to support increased gift and data entry, expanded research, record-keeping, cultivation, and stewardship of our current and prospective contributors in Raiser's Edge, our fundraising database. This is an exciting opportunity for someone looking to start their career in the arts and gain a full overview of fundraising with a special emphasis in development operations and research as part of a 4-member development team. Reporting to the Director of Development and supporting the Manager of Individual Giving and Manager of Institutional Giving, this full-time non-exempt position will play a vital role in supporting the organization's fundraising efforts by serving as the primary coordinator of interdepartmental data communications ensuring high integrity data imports, exports, and record-keeping.

The ideal candidate has excellent data entry skills and a passion for accuracy, research, and improving data management systems. The successful candidate will join a community of dedicated arts professionals who are propelled by Mark Morris' commitment to artistic excellence and access to the arts and inspired by the impact that arts have in connecting and engaging communities. In our daily work, we are proactive, detail-oriented, and passionately interested in exceeding past success. We collectively strive to foster an environment where we are present, accountable, and supportive.

Responsibilities include but are not limited to:

Data Entry, Research, and Record Management:

- Conducts daily gift data entry and issues daily tax receipts in Raiser's Edge/NXT
- Oversees Online Express and BBMS merchant services
- Reconciles donations with associated databases
- Reports and queries on contributed income, prospects, and special campaigns
- Tracks events and reports on ticket purchases and donations related to events
- Coordinates with Finance to provide documentation for annual audit
- Maintains paper and digital development files
- Maintains and updates user documentation
- Researches and merges duplicate files, adds research findings to constituent records

Administrative Support

- Provides research, reporting, and administrative support to the Development Team
- Provides excellent customer service – responds to donor emails and calls within 24 hours
- Scans personalized thank you notes to digital files
- Mails personalized thank you notes, acknowledgment letters, renewal notices and tangible goods associated with various membership levels (T-shirts, bags, etc.)
- Records cultivation and stewardship actions in Raiser's Edge
- Supports MMDG's public performance and private events – Creates "look books" and conducts additional research to support cultivation and stewardship at performances and events
- Other duties as assigned

QUALIFICATIONS:

You are a great candidate for this job if you have:

- 1-2 years of experience of high-volume data entry and a high level of accuracy
- Are available to work M-F in our Brooklyn office during regular business hours
- Ability to work well on a team
- Ability to quickly summarize research information
- Experience with Raiser's Edge, Omatic or other CRM, preferred but not required
- Experience with MS Office
- Are inspired by Mark Morris' work and our programs!

You will be successful in this role if you:

- Love Rubik's cubes and other logic games – database work requires layered problem-solving!
- Enjoy providing acute attention to detail
- Easily balance meeting deadlines with jumping in to explore time-sensitive opportunities
- Are calm under pressure: High volumes of data entry occur in cycles across the year. The right person for this job will be able to manage high volume seasons with the same calm and care as in low volume seasons.

COMPENSATION AND BENEFITS:

Commensurate with experience

- Benefits package includes: Employee Health and Life insurance covered 100%, Flexible Spending Plan, Voluntary vision and dental coverage, Pre-tax Commuter benefit and 403(b) retirement plans
- Access to the Wellness Center (MMDG's on-site exercise facility), free dance classes for you and your family (adults and kids), subsidized studio rental rates at the Dance Center

APPLICATIONS:

- Résumé outlining your education and experience
- Personalized cover letter including salary requirement and three professional references

References will not be contacted without your prior consent
Applications without a desired salary range may not be considered

Indicate Data Entry & Research Assistant on the subject line of your application email
Applications in electronic format accepted at jobs@mmdg.org.

Discalced, Inc is an Equal Opportunity Employer committed to a diverse workforce.

ORGANIZATION SUMMARY

Housed in the Mark Morris Dance Center, in the heart of the Brooklyn Cultural District, the Mark Morris Dance Group works daily to pursue excellence in artistry and education. Founded in 1980 by Mark Morris, the company includes 18–20 dancers and numerous musicians (from solo artists to orchestras and choirs) performing selections from its 150+ repertory, 45 full-time staff, and more than 100 part-time staff and teaching artists, all committed to bringing the best in performance and education to people in NYC and four cities. The Mark Morris Dance Center is also home to The School, a Studio Rental program and a Wellness Center. The Dance Center provides 160 weekly classes serving 1,800 children ages 18 months – 18 years. The Adult Program serves approximately 700 students per week through a variety of classes, workshops, master classes, and intensives. MMDG's Community Education Programs serve the greater New York City area working with NYC Department of Education public and charter schools and community centers that serve NYC Housing Authority, seniors, and special needs populations among others. In the next six months, the Mark Morris Dance Center will be providing greater access to all its programs with the addition of 3 new studios. To support this capital expansion, continued operations, infrastructure growth, increased programming, and legacy planning, the Mark Morris Dance Group has launched Mark Morris: Above & Beyond to raise \$25 million.

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