

The School of American Ballet

AT LINCOLN CENTER

Development Coordinator, Database & Operations

The Development Coordinator, Database & Operations is a vital member of the School's Development Department, who together with the Executive Director and Board of Trustees raise more than \$5 million in annual funds, plus campaign and endowment support. Reporting to the Director of Development, responsibilities for the Development Coordinator, Database & Operations include the following:

Database Responsibilities:

- **Database Management:** Maintaining and managing the Raiser's Edge database; including the Membership, Prospect and ResearchPoint modules. Integrating student data from Education Edge to Raiser's Edge; producing accurate mailing lists including Direct Mail campaigns; reporting on the success of fundraising appeals; developing procedures and providing training for the department as a whole; troubleshooting issues and finding new ways to increase database accuracy as well as department productivity; maintaining an updated style manual; and learning and utilizing Crystal Reports. Liaise with Blackbaud to troubleshoot challenges and keep staff apprised of updates.
- **Donation Processing:** Includes data entry for all non-Campaign gifts, posting gifts, filing paperwork, reconciling regularly with Finance for audits and 990 reporting, and preparing monthly income reports for department. Supervise accuracy of department-wide gift processing procedures.

Operations Responsibilities:

- **Events and Cultivation:** Assist with staffing and logistics of patron events and hospitality when requested by other Development staff members. Occasional nights and weekends.
- **Meeting Coordination:** Includes scheduling, tracking responses, arranging meeting logistics, taking minutes, and circulating notices and materials for Board-led Committees as well as annual meetings.
- **Prospect Research:** Performing prospect research and creating profiles on current and potential donors, and participating in conversations on alumni and parent prospect strategies.
- **Collateral Materials:** Work with outside vendors and appropriate members of the Development and Public Relations, Recruiting and Outreach Departments to create all department materials (as needed) including stationery, business cards, event invitations, brochures, benefit calendars, Development components for the Workshop Performance program, and more.
- **Office Management and Administration:** Assist the Director of Development in all aspects of fundraising and office management, as well as: maintaining/reconciling the annual department budget; helping to track and identify fundraising trends; assisting the Director of Development with administrative tasks; and other tasks that contribute to the operation of the department. This position also supervises interns, as needed, and is responsible for developing compelling intern projects that contribute to the department's fundraising success.

Two – three years of Raiser's Edge experience required. "bCRE" or "bCRE-Pro" certifications a plus.

Submit resume and cover letter to devjobs@sab.org. No phone calls or agencies please. SAB offers an outstanding benefit package. The School of American Ballet is an equal opportunity employer. The School of American Ballet is committed to an equitable and inclusive program and a diverse faculty, staff and student body. Candidates from diverse backgrounds are encouraged to apply.