

The School of American Ballet

AT LINCOLN CENTER

Assistant Manager, Membership

The School of American Ballet (SAB) seeks an *Assistant Manager, Membership* to support the Individual Giving branch of the development department, part of a ten person team responsible for raising over \$6 million each year. Founded in 1934 by George Balanchine and Lincoln Kirstein to train dancers for professional ballet careers, SAB is a constituent organization of Lincoln Center for the Performing Arts and is the official—yet independent—school of New York City Ballet.

Reporting to the Director of Individual Giving, the *Assistant Manager, Membership* will supervise the Assistant, Individual Giving, and will interface internally and externally with a constituency of arts enthusiasts as part of a dynamic fundraising team.

Key job responsibilities include:

- Serving as a point of contact and ensuring stewardship for donors in the \$100 - \$5,000 Membership giving levels.
- Supervising the planning and executing of more than twenty benefit-fulfillment member events per year, and staffing Membership events as needed.
- Conceiving of and implementing a calendar of solicitations to engage lapsed members, ticket buyers, and event attendees.
- Planning and supervising the Membership acquisition and renewal process; making strategic decisions on timing, content, and processes; finding opportunities to upgrade members into higher Membership giving levels.
- Supervising the gift acknowledgment process.
- Developing and implementing a strategy to recruit, engage, and retain First Position members (SAB's young donor program); acting as the main liaison for First Position members.
- Conducting any Direct Mail piece, Parent Appeal, Alumni Appeal, and other targeted mailings throughout the year. Working with printers, list brokers, designers, peer organizations, and the donor database to manage mailings.
- Strategizing and executing advertising and marketing of the Membership program; partnering with peer organizations; developing donor e-blasts and social media postings.
- Working with the Director of Individual Giving to project, track, and reconcile Individual Giving income and expenses.
- Ensuring accurate maintenance of donor information in donor files and the donor database.
- Supervising the Assistant, Individual Giving

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Two to three years of experience required in not-for-profit Fundraising or Development.
- Must demonstrate knowledge of general fundraising principles, including the solicitation of individual donors through a membership program.
- Goal and detail-oriented with excellent organizational, writing and communication skills, and the ability to work independently and manage multiple priorities and projects at once.
- Experience planning and executing mailings and e-blasts.
- Experience planning and managing fundraising events.
- Ability to work evenings and weekends for Membership events as needed.
- High level of proficiency in Microsoft Office, including Excel and Word.
- Experience with Raiser's Edge or other fundraising databases.
- An interest in the performing arts, dance, and/or education is preferred

SAB offers a superior benefit package, including full health benefits, four weeks vacation (plus two holiday weeks in December), and generous retirement savings benefits. 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.

Submit resume and cover letter to devjobs@sab.org. No phone calls or agencies please.