

The School of American Ballet

AT LINCOLN CENTER

Assistant, Individual Giving

The School of American Ballet (SAB) seeks an *Assistant, Individual Giving*, to support the Individual Giving branch of the development department, raising nearly \$1.5 million in annual funds. 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, Individual Giving* will interface internally and externally with a constituency of arts enthusiasts as part of a dynamic fundraising team. Key job responsibilities include:

Event Management:

- Providing administrative and event-planning support for approximately twenty donor cultivation and membership benefit events per year
- Coordinating invitation design, pulling and reviewing mailing lists, and taking RSVPs.
- Coordinating event logistics, including facility work orders, communicating with vendors, creating event timelines and staffing assignments, and overseeing event setup and breakdown.

Administrative Support:

- Efficiently and thoroughly managing administrative needs, including maintaining files and the donor database (Raiser's Edge); purchasing postage; tracking inventory; scheduling appointments; preparing meeting materials and coordinating meeting logistics; researching prospective donors and creating donor profiles; performing other duties as assigned.

Donor Correspondence:

- Responding to donor questions in a timely and professional manner
- Preparing weekly gift acknowledgments
- Assisting with drafting and preparing monthly membership renewal mailings
- Assisting with all administrative aspects of the annual solicitation calendar, including the preparation and tracking of twelve targeted fundraising appeals per year.

Gift Processing and Expense Tracking:

- Processing gifts, coordinating matching gift information, and managing donor information in the donor database and files.
- Processing invoices, and tracking and reconciling Individual Giving expenses.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong attention to detail and excellent administrative organizational abilities. Proficiency in Microsoft Office and capacity to learn and utilize fundraising databases. Experience with Raiser's Edge or other fundraising databases a plus.
- Ability to meet deadlines, and prioritize and manage multiple assignments in a busy environment.
- Possess superior interpersonal skills and be able to work successfully with colleagues, donors, volunteers, and staff.
- An interest in the performing arts, dance, and/or education is preferred
- Ability to work occasional evening and weekend hours for donor events.

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.