

DEVELOPMENT ASSISTANT, INDIVIDUAL GIVING AND EVENTS

Organization Overview

The School of American Ballet (SAB) at Lincoln Center, founded by George Balanchine and Lincoln Kirstein, is the preeminent ballet school in the country. Our mission is to train professional dancers for careers in classical ballet. We provide the resources for a diverse pool of students, ages 6-18, to train at the highest level – with 20-25 each year going on to dance for New York City Ballet and major ballet companies worldwide. SAB has a far-reaching impact on the art form, and the School enriches the lives of the more than 1,000 students who train in our studios each year.

Position Description

SAB seeks a Development Assistant, Individual Giving and Events, to interface internally and externally with a constituency of arts enthusiasts as part of a dynamic individual giving program responsible for securing nearly \$1.9 million in annual gifts. This is a non-exempt position that will report to the Assistant Director, Individual Giving.

Responsibilities

Event Management:

- Providing administrative and event-planning support for approximately twenty donor membership benefit events per year, including virtual and in-person events
- Coordinating invitation design, preparing 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); maintaining inventory; scheduling appointments; preparing meeting materials and coordinating meeting logistics; performing other duties as assigned

Donor Correspondence:

- Responding to donor questions in a timely and professional manner
- Preparing weekly gift acknowledgments
- Preparing quarterly donor e-newsletters
- Helping to plan and execute annual stewardship communications for all giving levels, including digital and print outreach

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

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Preferred 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 another fundraising database is a plus)
- Ability to meet deadlines, and prioritize and manage multiple assignments in a busy environment
- 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
- Ability to work occasional evening and weekend hours for donor events

Submission Instructions

Submit a cover letter and resume to devjobs@sab.org with the email subject, "Assistant, Individual Giving." Please mention how you learned of the posting. No phone calls or agencies, please. We will be scheduling Zoom interviews with qualified candidates beginning in early January 2022.

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.

SAB offers a superior benefit package, including four weeks of vacation (plus two holiday weeks in December).

December 2021