

The School of American Ballet

AT LINCOLN CENTER

DEVELOPMENT ASSISTANT

The Development Assistant provides key administrative and data entry support to a development department of seven that raises over \$4 million annually. The Assistant processes all annual donations and serves as the department's "office manager" while supporting the Director of Development and Senior Manager of Individual Giving specifically. Reporting to the Director of Development, the Assistant is responsible for:

- **Donation processing** for all non-special events gifts (individual, corporate, foundation, endowment). Includes data entry, providing information to volunteer for acknowledgement letters, preparing deposit logs for Finance, filing copies of paperwork, reconciling monthly with Finance, preparing monthly income report for department.
- **Office management:** order stationery and postage, produce agenda for weekly staff meeting, update development Outlook calendar, update binder of all print invitations, renew and circulate periodicals.
- **List management:** produce mailing lists from database for SAB Newsletter (twice a year), donor list for Annual Report and Workshop Programs, lists for individual giving renewal mailings and events, and planned giving program activities. Also track rsmps for cultivation events and prepare check in lists.
- **Meeting coordination** for Board Nominating and Development/Special Event committees, at direction of Director of Development. Includes scheduling, tracking responses, arranging meeting logistics, taking minutes, circulating notices and materials.
- **Research:** perform prospect research for potential donors and board members, using Lexis Nexis and internet sources; create prospect profiles.
- **General administrative support** for Director of Development and Senior Manager of Individual Giving, and supervising volunteers on occasional special projects.

Required Knowledge, Skills, Abilities: Office experience (development experience preferred) and Bachelor's Degree. Busy office; ability to multi-task is key. Must be extremely detail oriented with excellent organizational skills and pleasant phone manner. Excel fluency required; experience with Raisers Edge database strongly preferred.

40-hour work week plus occasional night and weekend events. Superior benefit package, including full health benefits, four weeks vacation (plus two holiday weeks in December), and generous retirement savings benefits.

Submit resume and cover letter to development@sab.org or fax to 212-769-4897.