

The School of American Ballet

AT LINCOLN CENTER

Development Assistant, Special Events and Corporate Sponsorship

POSITION DESCRIPTION AND RESPONSIBILITIES

The School of American Ballet (SAB) seeks a Development Assistant, Special Events and Corporate Sponsorship to support the operations of a dynamic department. The Special Events and Corporate Sponsorship department raises more than \$2.4 million annually from four major fundraising events and an evolving corporate relations program. Special Events and Corporate Sponsorship also oversees the planning of several board and staff events throughout the year. The Development Assistant, Special Events and Corporate Sponsorship will provide administrative support for the daily running of the department. This is a non-exempt position that will report to the Senior Director of Special Events and Corporate Sponsorship.

Required Knowledge, Skills, Abilities: Bachelor's degree. Have strong interpersonal and organizational skills and pay special attention to detail. Interest in the arts and experience in customer service, development or with Raiser's Edge database a plus. The ideal candidate will be hands on with all aspects of event preparations and logistics and able to lift 25lbs. Some nights and weekends required.

- Efficiently and thoroughly managing the administrative needs of the Special Events and Corporate Sponsorship department. This includes: maintaining files and the donor database, creating and updating tracking systems, processing donations, mailing or delivering correspondence, providing general clerical assistance, responding to donor questions in a timely and professional manner, assisting with the production of Board meeting materials, and collaborating with coworkers on projects.
- Participating in the drafting, proofing, and finalizing process for corporate proposals, reports, templates, and general correspondence.
- Drafting acknowledgement letters in a timely manner and ensuring appropriate completion of donation recognition materials.
- Managing all Special Events and Corporate Sponsorship mailings and mailing lists.
- Collaborating with Development staff to continually cultivate prospects and further develop relationships with current funders. This includes: coordinating site visits, sending student thank you letters to donors, helping prepare monthly call lists, researching current donors, and providing support with ongoing donor cultivation activities and special events (occasional evenings and weekends are required).
- As well as other tasks directed by Senior Director of Special Events and Corporate Sponsorship.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree.
- Advanced customer service skills plus strong administrative and organizational abilities, including proficiency in Microsoft Office and capacity to learn and utilize fundraising databases.
- Must be detail oriented, able to meet deadlines, and capable of prioritizing and managing multiple assignments in a busy environment.
- Competency for representing the institution well to the general public and funders.
- Desire to enter or advance within the Development field and to learn and develop fundraising skills. Interest in the performing arts, dance, and/or education is preferred.

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ABOUT THE SCHOOL OF AMERICAN BALLET

The School of American Ballet was founded in 1934 by renowned choreographer George Balanchine and arts philanthropist Lincoln Kirstein with a mission to prepare dancers for professional careers in ballet.

SAB has trained over 17,000 students and produced more professional dancers than any other school in the United States. Located at Lincoln Center for the Performing Arts, SAB is the official, yet independent, school of the New York City Ballet. Alumni fill the rosters of New York City Ballet and over 85 dance companies worldwide. SAB was honored with the National Medal of Arts in 2010.

The School's talented students depend on SAB to provide them with the finest teachers, state-of-the-art dance studios, an on-site residence hall, and over \$2 million in scholarships each year. The ten-person Development Department annually raises nearly \$6 million through a robust mixture of individual giving, Special Events and Corporate Sponsorship, and special events and corporate sponsorships.

SAB offers a superior benefit package, including full health benefits, four weeks of 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.

SUBMISSION INSTRUCTIONS

Submit a cover letter and resume to bsilver@sab.org with the email subject, "Development Assistant, Special Events and Corporate Sponsorship." No phone calls or agencies, please.