

Job Title: Live Core Development Associate

Department: Development

Position Reports to: Institutional Giving Manager, working closely with members of the Development team, CFO and Finance Associate.

Live Arts Mission: Guided by the leadership of visionary artist Bill T. Jones, New York Live Arts upholds the legacy of boundary-pushing art, provides the expertise to produce innovative works, and builds community while advocating for artists at all stages of their career.

Values:

Question Everything - We Are Not Afraid To Ask Difficult Questions.

Inclusivity - We Embrace Diversity And Equity.

Fierceness - Bold, Brave, And Unabashed. We Embrace Artistic Risk.

Rigor - Work With Focus, Integrity, And Drive.

Change - We are in constant transformation.

Position Overview:

The Live Core Development Associate serves as the primary point of contact for members of New York Live Arts' Live Core program and fiscally sponsored artists. Working closely with the Institutional Giving Manager, the Associate performs duties in furtherance of the Live Core artist services program objective of facilitating fundraising, coaching, and professional development opportunities for independent fiscally sponsored artists. In addition, the Associate provides administrative support to the Institutional Giving Manager when preparing grant proposals, and to the Development Department as a whole, maintaining the PatronManager CRM database and entering and acknowledging gifts.

Live Core Program Description: Live Core is a creative incubator, network, and platform for artists to elevate and propel their ideas forward. Utilizing the resources of New York Live Arts, Live Core empowers artists to connect with larger audiences, raise funds to support their work, and engage with industry professionals and other Live Core artists to bolster their professional and artistic development. Putting creativity front and center, Live Core artists enliven the ecology of performance in New York City and beyond

Responsibilities

Live Core Program Administration:

- Administrate the Live Core and Fiscal Sponsorship program, tracking and processing Live Core Renewals and Deactivations
- Coordinate consultation meeting between designated Live Arts staff and Live Core members on matters related to fundraising, producing, and marketing
- Process new Fiscal Sponsorship applications and schedule intake meetings with new members
- Create donation pages and member profiles for Fiscally Sponsored artists, processing Fiscal Sponsorship donations in PatronManager. Sending weekly donation acknowledgements, working closely with finance department to reconcile all gifts and donations
- Approve member donor solicitations

- Upon request, provide fiscal sponsorship letters in support of Live Core member applications and projects, and provide back-up materials for grant applications to fiscally sponsored artists
- Organize Live Core gatherings and workshops and develop strategies to maximize program engagement
- Maintain programs for artists, including:
 - General communication and troubleshooting for members who utilize programs
 - Sending Press & Blogger Email list
 - Researching grants, workshops and residencies to prepare a monthly newsletter
 - Facilitate consultations with Live Arts staff where/when needed
 - Prepare monthly ad reservation form for Live Arts e-blasts
 - Maintain ongoing relationships with partners Indiegogo, Kickstarter, Materials for the Arts

Administrative support for the Development Team:

- Under the supervision of the Institutional Giving Manager, provide support in the preparation of solicitation materials for individual, corporate, and foundations support when needed
- Maintain accurate contact and account information in the PatronManager CRM system for all Live Core, Individual Donor, and Institutional Giving entries and make updates when needed. Make periodic checks twice a month with Institutional Giving Manager
- As needed, enter Live Core, Individual Donor, and Institutional Giving gifts into the PatronManager CRM system ensuring accuracy for reporting purposes
- Prepare gift acknowledgements for grants, individual donations, and in-kind contributions, ensuring timely acknowledgement of all contributions
- Provide general administrative support to the Development Department in support of fundraising activities, including special events, donor cultivation, stewardship, and solicitation

QUALIFICATIONS:

- Bachelor's Degree
- Minimum 1-2 years of non-profit fundraising experience
- Familiarity with CRM databases, Patron Manager preferred
- Familiarity working with fiscal sponsorship programs preferred
- Proficiency with Microsoft Office Suite, Google Drive, as well as Mac OSX
- Strong writing, communication and interpersonal skills; poise, tolerance for diverse viewpoints, and a sensitivity to the artistic process
- Knowledge of and interest in contemporary dance and and the arts
- Experience with Canva and/or Adobe Creative Suite, a plus

COMPENSATION: Full-time salary between \$52,000 to \$55,000 commensurate with experience plus full benefits, which includes health insurance, life insurance, and short-term and long-term disability benefits. Full-time employees are eligible for paid time off (PTO) as vacation, personal and sick time, and 401K enrollment. There are opportunities for growth.

WORK SCHEDULE: 40-hours per week position. Onsite Monday through Friday 10am-6pm, with events on occasional nights and weekends, and the option to work remotely one day per week.

EQUAL OPPORTUNITY EMPLOYER:

New York Live Arts is an Equal Opportunity Employer (EOE). It is the mission of New York Live Arts to advance diversity and inclusion at all levels within the

Organization, regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds.

TO APPLY: Submit a resume, three professional references with contact information and titles, and a cover letter to careers@newyorklivearts.org with "Live Core Development Associate" in the subject line. Selected applications will be contacted. Due to the high volume of submissions, we will not be able to respond to phone calls or emails regarding the status of applications.