

Position Title: Individual Giving and Special Events Associate

Reports to: Individual Giving and Special Events Manager

Location: New York, NY

Employment Level: Full-Time, Non-Exempt

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:

New York Live Arts, home of Bill T. Jones/Arnie Zane Dance Company and a leading organization in contemporary dance and movement-based art, is seeking an Individual Giving and Special Events Associate. This role will provide vital support for the day-to-day operations of individual giving programs and special events, with a strong focus on data management, record-keeping, and administrative tasks. The Associate will work closely with the Individual Giving and Special Events Manager and Director of Development, ensuring that donor data is accurately maintained, small gift appeals are executed, and ticketing and event logistics are managed effectively. The Associate will independently handle various administrative and certain operational duties, contributing to the success of the organization's fundraising efforts and donor engagement strategies.

Key Responsibilities:

1. Annual Fund and Donor Engagement

- Assist in the annual gift renewal process for existing donors.
- Help coordinate donor communications, including regular acknowledgments and small gift appeals.
- Track donations, maintain accurate donor records, and generate reports through CRM Database and other platforms.
- Assist with creation and maintenance of appeal lists , preparing and disseminating materials for small gift campaigns.
- Enter all donor and gift information in databases

2. Special Events and Fundraising

- Assist in planning and managing special events, including the annual gala, donor receptions, and other events organized by the development team.
- Support the management of event logistics, including maintaining ticketing lists, confirming RSVPs, and preparing materials for guests.
- Help with the creation and distribution of event invitations, promotional materials, and post-event communications.

- Provide administrative support to ensure smooth event execution, including tracking guest lists and following up on event-related tasks.
3. **Data Management and Reporting**
 - Ensure the accuracy of donor records in the CRM platform, supporting the tracking of donations and gift history.
 - Assist with monthly and quarterly reports on donor activity, event performance, and gift summaries.
 - Prepare and review donor acknowledgment letters, ensuring timely and accurate distribution.
 - Generate regular reports for donor stewardship and provide updates to the team on progress toward fundraising goals.
 4. **Ticketing and Event Logistics**
 - Manage the distribution of event tickets, including tracking requests and coordinating seating arrangements.
 - Provide logistical support on event days, assisting with check-ins, guest lists, and overall event coordination.
 5. **Small Gift Appeals and Administrative Support**
 - Coordinate small gift appeals through direct mail, email, and other communication channels.
 - Support the development team with creating donor engagement materials, such as solicitation letters, invitations, and thank-you notes.
 - Assist with the administrative tasks associated with fundraising activities, including filing, maintaining donor records, and managing databases.
 6. **General Administrative Duties**
 - Provide general administrative support to the Individual Giving and Special Events Manager, including scheduling meetings, preparing documents, and managing day-to-day operations of the department.
 - Assist with maintaining up-to-date records for all individual giving and special events activities.

Preferred Qualifications:

- Minimum of 2-3 years' experience in fundraising, with a focus on individual giving, event support, and/or administrative tasks.
- Experience with fundraising CRM databases (PatronManager, Tessitura, Salesforce) and an understanding of ticketing/donor management systems.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks efficiently is essential.
- Excellent written and verbal communication skills, with an ability to work effectively with donors, team members, and external partners.
- Ability to work independently, take initiative, and manage time effectively.
- Comfortable in a fast-paced environment, with a willingness to work occasional evenings and weekends for events.
- A sensitivity to the artistic process and a commitment to supporting the mission of New York Live Arts.

Compensation: Full-time, non-exempt 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 "Individual Giving and Special Events 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.