

Development Assistant

DEPARTMENT:	Development
REPORTS TO:	Vice President, Development
STATUS:	Part Time
FLSA:	Non-exempt
CAREER LEVEL:	Administrative
SALARY RANGE:	\$23/hour
LOCATION:	New York, NY

APPLICATION LINK: <https://leagueofamericanorchestras.bamboohr.com/careers/26>

POSITION SUMMARY

The Development Assistant is responsible for providing administrative support of the League's development operation. This position is based in New York City and will work out of the League's office headquarters. This is a part-time position at 20 hours per week.

POSITION DUTIES AND RESPONSIBILITIES

The duties that follow represent the primary responsibilities for this role. All employees are responsible for performing other duties as assigned. Primary responsibilities for this role include the following:

- Manage all gift and donor-related data entry (institutional and individual), maintaining clean and up-to-date data
- Coordinate and process all gift acknowledgments and pledge reminders in a timely manner
- Coordinate and execute annual fund mailings, including mail and email merges
- Keep invitation and RSVP lists for development events as needed
- Establish and maintain the highest standards of data integrity for all records, ensuring that best practices are followed in relation to all data
- Conduct regular database clean-up (including de-duping, erroneous entries, etc.).
- Regular input of new and updated constituent information
- Assist with scheduling and logistics for meetings as needed
- Support with events in the NY metro region as needed including registration lists, preparing materials and other duties as assigned
- General Development Office administration, including opening and routing mail and overseeing office supply ordering

QUALIFICATIONS

- Minimum 2 years experience in development or as an administrative assistant.
- Prior experience in a non-profit environment preferred.
- Demonstrated willingness and ability to manage multiple tasks simultaneously.
- High proficiency in CRM database management.
- Proficiency in Microsoft Word, Excel, and Outlook.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- This role requires the routine use of standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.
- This role requires using the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.

Work Environment

This position is primarily on-site reporting to the League office in New York, NY. When in office, the noise level is quiet to moderate with ambient room temperatures, and lighting.

Equal Opportunity Employer Statement

The League is an equal opportunity employer that is committed to equity, diversity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The League makes hiring decisions based solely on qualifications, merit, and business needs at the time.