

Special Events Assistant

Full Time

The Museum seeks a Special Events Assistant to provide support for special events, including six major events a year and membership events and exhibition openings. Duties include processing gifts and creating reports from Altru, the database management system; assisting with the planning and execution of logistics of exhibition openings, and supporting the Special Events team by assisting with mailing of letters soliciting support, gift acknowledgements, invitation mailing, event logistics, and budget maintenance including expense accrual and the recording of income for all fundraising events.

The position is temporary through June 30, 2017.

Essential Duties and Responsibilities:

- Process all incoming and outgoing money for the Special Events Office including ticket orders, donations, in-kind gifts as well as all invoices from vendors
- Generate acknowledgement letters to special event donors
- Prepare invoices for special event pledges
- Facilitate logistics for membership events and exhibition openings in conjunction with the Membership Team
- Assist with the planning and execution of special events
- Conduct research on potential event leadership and on potential ticket and table buyers
- Maintain special event solicitation and mailing lists and prepare them for mailings
- Generate special event solicitation letters
- Address invitation envelopes from mailing lists
- Stuff, seal, stamp, and mail special event solicitation letters and invitations
- Update database addresses
- Input new special event prospects
- Assist the Director and Associate Director of Special Events as needed

Qualifications:

- Bachelor's degree required;
- Minimum of two to three years' experience in special events in a fundraising capacity
- Excellent computer skills, including MS Office, Raiser's Edge or Altru
- Excellent written and verbal communication skills;
- Attention to detail, excellent organizational abilities, manage multiple deadlines;
- Ability to handle sensitive information confidentially;
- Self-starter with the Ability to work independently and as part of a team;
- Ability to work occasional evenings and weekends;
- Excellent people and customer relations skills;
- Ability to work with diplomacy and tact at all times
- Ability to take initiative, multi-task, and work graciously in a fast-paced environment
- Familiarity with the NYC fundraising environment a plus

Benefits:

- Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan. Please send a cover letter, resume, and salary requirement to Museum of the City of New York Attention: Human Resources Department, 1220 Fifth Avenue \New York, NY 10029, or send an email with this information to jobs@mcny.org. Please include Special Events Assistant within the subject line of your email. The Museum of the City of New York is an equal opportunity employer.

The Museum of the City of New York is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.