

Development Assistant

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. The Museum is riding an exciting wave of success and is in the midst of a revitalization of its mission and operations, which centers on the renovation and expansion of its historic building, the advancement of the stewardship of its collections, and new and ambitious exhibitions, publications, and public and school programs.

The Museum seeks a Development Assistant to provide support for the Special Events and Membership teams within the Development Department. He or she will mainly focus on assisting with the Museum's five major fundraising events a year along with several exhibition openings. This position will also be responsible for supporting select efforts of the Museum's Membership team. 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.

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
- 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, stuff, seal, stamp, and mail special event solicitation letters and invitations
- Maintain and update constituent information in the Museum's database, Altru, as well as Special Event spreadsheets
- Assist the Director and Associate Director of Special Events as needed
- Facilitate logistics for membership events and exhibition openings in conjunction with the Membership Team
- Enter data for all membership gifts, including gift type and amount, contact information, and other constituent data
- Ensure the timely delivery of acknowledgment letters and membership card, benefits, and premiums
- Provide front-line customer service via the Museum's Membership phone line

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, and database knowledge, with Raiser's Edge or Altru preferred
- 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
- Monitor Membership inbox and voicemail

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. To be considered, please note Development Assistant within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.