

# APOLLO

## JOB DESCRIPTION

**Job Title:** Development Associate, Special Events  
**Department:** Development  
**Reports To:** Director of Special Events  
**FLSA Status:** Non-Exempt, Full Time

The Apollo Theater is the largest culturally specific theater in New York City, and its mission statement is: *The Apollo Theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.* The Apollo is dedicated to upholding principles of diversity, equity, and inclusion.

### **Position Summary:**

The Development Associate, Special Events will report to and work closely with the Director of Special Events and the Senior Manager, Special Events & Database to plan and execute two fundraising events raising over \$3M annually, and will assist with a variety of donor cultivation events throughout the season.

### **Essential Duties and Responsibilities:**

- Assist with the planning of the annual Dining with the Divas Luncheon, the annual Spring Benefit and donor cultivation dinners and events
- Provide onsite support for event logistics at Development events including check-in/greet and seat guests, donor troubleshooting, etc.
- Work closely with Senior Manager and Database Coordinator to manage lists for event communication and outreach
- Maintain event guest lists and enter all event information into database
- Draft and send confirmations and reminders to event guests
- Create and distribute event details to Development department and stakeholders
- Assist with donation tracking, ticket sales and pledges, and solicitation activity in database
- Assist with the production of event assets (save the date, deck, invitation, program, signage, etc.)
- Assist with follow-up (phone and email) for all events including solicitation and pledge collection
- Assist with budget management, prepare check requests, invoices
- Assist with seating and ticketing for events and performances
- Coordinate program and invitation listings
- Assist with digital event prep including prepping seating charts, organizing check-in materials, uploading guest lists to database and event platforms
- Create and send donor acknowledgment letters and upload to database
- Oversee Special Events Calendar
- Order gifts, alcohol for named events
- Reconcile expense receipts for Special Events department; submit check/payment requests
- Assist Director and Senior Manager with other administrative duties as needed

**Qualifications:**

This position requires an individual who is highly detail-oriented, can work on multiple projects at once, and works well in a fast-paced environment. The requirements listed below are representative of the knowledge, skill, ability, and/or competency required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree
- 1 year of similar events experience and Development experience a plus
- Excellent written and verbal communication skills
- Superior organizational skills, accuracy and precision in handling details
- Ability to prioritize and work in a fast-paced environment and to juggle multiple projects
- Computer proficiency with Microsoft Office programs and database management systems; tech-savvy
- Must be able to work evenings and weekends, as needed
- Must be flexible, collaborative, and have a positive, can-do attitude
- The ability to interact with staff, donors, and Trustees, remaining proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role

**COVID-19 Vaccination**

Vaccination is required; however, the company will consider accommodations for disability- and religious-based reasons.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee frequently will lift and /or move up to 10 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

**Benefits:**

We value our employees' time and efforts. Our commitment to employee success is enhanced by competitive salary and our extensive benefits package including paid time off, medical, dental and vision benefits, and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

To apply, send a cover letter and resume to **human.resources@apollotheater.org**. Please place the word(s) "Development Associate, Special Events" in the subject header of your e-mail.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.