

APOLLO

JOB DESCRIPTION

Job Title: Development Assistant
Department: Development
Reports To: Senior Manager, Individual Giving
FLSA Status: Non-Exempt

Organization: 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.

Position Summary: The Development Assistant will report to the Senior Manager of Individual Giving and provide primary administrative support to the Individual Giving area as well as the Chief Development Officer. This position will also provide broader support to the development department in the management of office activities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Under the supervision of the Senior Manager of Individual Giving:
 - o Maintain individual donor records, files
 - o Draft and send acknowledgement letters for all individual member programs
 - o Provide reports on current and prospective donors
 - o Working with Database administrator, pull donor lists, mailing lists and other data needs for the Annual Report, Playbill listings, etc.
 - o Provide administrative and event support to the EmpowHER women's group and other individual affinity groups
 - o Work with the Individual Giving team to assist in the development and expansion of the membership program, benefit fulfillment activities, cultivation event management, direct mail appeals and overall supervision of development operations
- Provide administrative support to the Chief Development Officer by:
 - o Managing calendar
 - o Scheduling and managing Board Development Committee and other board-related meetings including material preparation, tracking RSVPS, and other correspondence with board members and key stakeholders
- Provide daily support to the entire Development team by:
 - o Managing and tracking the department's annual budget
 - o Managing expenses
 - o Coordinating and scheduling departmental meetings
 - o Provide weekly reports of the department's efforts against goals
 - o Managing and ordering supplies
 - o Tracking performance tickets for cultivation events and other donor-related theater activity
 - o Other relative tasks/duties as assigned and or requested

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

- 1+ years of experience in a fundraising office, preferably in the performing arts
- Bachelor's Degree, Masters in Arts Administration or other similar program preferred
- Experience with fundraising databases, preferably Raiser's Edge
- Experience with data reporting
- Excellent skills with MS Office (Word, Excel, PowerPoint)
- Ability to manage multiple tasks with a good sense of prioritization and efficiency
- Excellent interpersonal, verbal, and written communication skills
- Ability to work in a fast-paced environment with competing priorities
- A positive attitude, strong work ethic, and sense of humor
- A collaborative and professional team spirit
- Experience interacting and working with diverse staff and donors
- Ability to develop strategies and promote change in systems and procedures when needed
- Must possess excellent customer service skills
- Possess the ability to work under pressure and handle multiple priorities
- Must be able interact professionally with all levels within the organization

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands 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.

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 include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. Some travel may be required in this role.

Benefits:

We value our employees' time and efforts. Our commitment to your 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 cover letters, resumes to Human.Resources@apollotheater.org.
Please include the job title in the email subject.***

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.