

Development Associate, Special Events

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. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Development Associate provides support for the Special Events team within the Development Department. This position mainly focuses on assisting with the Museum's five major annual fundraising events, as well as several 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.

Roles 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 Assistant Director of Special Events as needed
- As needed, provide some phone coverage for the Museum President
- Some evening hours and weekend work is required

A successful candidate will have:

- Bachelor's degree required
- Entry level, or up to two 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
- 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
- A team player

BENEFITS

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Development Associate** 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.