



Making extraordinary performing arts a vital part of everyone's life from the earliest years onward

229 W 42nd Street, 10th Floor, New York, NY 10036
New42.org • 646.223.3000

POSITION: Temp. Institutional Giving Associate (February 1st, 2021 – June 30th, 2021)
DEPARTMENT: Development
CLASSIFICATION: Temporary
LOCATION: Remote
FLSA STATUS: PART-TIME, NON-EXEMPT (20-35 hrs)
SUPERVISOR: Vice President, Development

A midtown Manhattan cultural organization, New 42's mission is to make extraordinary performing arts and cultural engagement part of everyone's life from the earliest years onwards. We do this work through the New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory").

JOB OVERVIEW:

New 42 seeks a temporary Institutional Giving Associate to support its dynamic Development team during a critical year of fundraising. The position will report to the Vice President of Development and work closely with the Senior Manager of Institutional Giving and Development Assistant to reach the Institutional Giving team's goal of \$3,450,000 by fiscal year-end (June 30, 2021). The primary responsibility of the Institutional Giving Associate will be to draft proposals, reports, acknowledgement letters and other collateral materials, and submit them in a timely manner to foundation, corporate, and government donors.

PRIMARY RESPONSIBILITIES:

- Draft proposals and reports for foundation, corporate, and government donors
- Conduct research on, and outreach to prospective donors
- Steward current donors and help fulfill donor benefits
- Engage in development efforts of the President and CEO, Board of Directors, and Development Committee
- Work with Development colleagues to maintain updated donor records and grant calendar
- Draft acknowledgment letters, tax receipts, and other collateral materials as needed
- Assist the VP of Development in working on New 42's annual Gala fundraiser, to be held in early June 2021
- Build relationships with program and finance staff to maintain a current and thorough understanding of New 42's fiscal needs and the New Victory Theater's programs
- Perform other job-related duties as assigned

PREFERRED QUALIFICATIONS & SKILLS:

- Bachelor's Degree and a minimum of 3-5 years of grant writing and relevant development experience as a member of an Institutional Giving team
- Excellent written and verbal communication
- Ability to meet deadlines and handle multiple projects simultaneously
- General knowledge of direct solicitations, fundraising principles, and techniques
- Experience working with New York-based corporate, foundation, and government funders
- Excellent organizational skills and a high level of attention to detail
- Familiarity with Google suite and CRM databases (preferably Tessitura)

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

For immediate consideration, please e-mail your cover letter and resume to careers@new42.org. Please indicate, "Temporary Institutional Giving Associate," in the subject line.