

JOB POSTING: DEVELOPMENT ASSISTANT

**Broadway Housing Communities / Sugar Hill Children's Museum of Art & Storytelling,
New York, NY**

POSTED: June 2018



Founded in 1983, Broadway Housing Communities (BHC) is committed to addressing the challenges of poverty and homelessness for adults, children, families and communities in Upper Manhattan. BHC has developed seven buildings that provide housing and other services for people living in deep poverty; operates an award-winning early childhood center; and provides opportunities for tenants and the wider community to engage with the cultural arts. The recently completed Sugar Hill Project, located in the Sugar Hill National Historic District, includes 124 units of permanent, affordable housing; an early childhood center; the SHCMAS; and other community facilities.



Open since October 2015, the Sugar Hill Children's Museum of Art & Storytelling (SHCMAS) is the cultural capstone of BHC's Sugar Hill development at the intersection of the African-American community of Harlem and the Latino community of Washington Heights. SHCMAS provides children with opportunities to discover, engage with and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for three- to eight-year-olds and their families feature exhibitions ranging from single-artist presentations to thematic surveys and commissioned artist projects; intensive hands-on art education programs; storytelling series; and other family programs.

DESCRIPTION:

The Development Assistant is a key member of the administrative team working to ensure Broadway Housing Communities and the SHCMAS' financial long-term sustainability. This full-time position reports to the Chief Development Officer and is responsible for ongoing administrative and fundraising tasks, including management of fundraising database Altru; recordkeeping of institutional, individual and public donor records; preparation of acknowledgement of grants and donations; preparation of development reports and mailings; coordination of annual appeals; prospect research; and assistance on special events. This position offers the opportunity to become deeply engaged with the fundamental strategic processes and implementation of fund development for a new organization such as the SHCMAS with a growing community impact as well as with a well-established community organization such as Broadway Housing Communities.

RESPONSIBILITIES:

- Manage fundraising database, including update of donor records and preparation of donor, financial and ad hoc reports.
- Generate donor acknowledgements.
- Responsible for gift processing, including liaising with the Finance Department.
- Conduct individual and institutional prospect research to ensure steady pipeline of potential support.
- Assist with the preparation of donor appeals, grant submissions and report materials.
- Engage with program and visitor services staff to gather metrics and anecdotes that enhance appeals, requests and reports.
- Assist with solicitation mailings, including year-end appeals and membership acquisition.
- Collaborate with the Visitor Experience & Retail Services Manager to ensure timely updates to the SHCMAS' database for all e-communications and mailings.
- Assist with the coordination on special events for donor cultivation, fundraisers, and member events.
- Overall administrative and support assistance to the Development Department.

QUALIFICATIONS/REQUIREMENTS:

- B.A. degree, preferably in arts or education related field.
- Two to four years' experience in a nonprofit development office; preference given to background in arts, museums, education and/or social justice settings.
- Excellent writing skills, confident speaking skills, and strong sense of graphic design.
- Attention to detail and accuracy in the creation of high quality work products, required.
- Experience in fast-paced work environments; ability to take the initiative and meet deadlines.
- Proven ability to handle confidential information.
- High level of comfort working with CRM software (experience with Blackbaud Altru a plus), required.
- Experience with Microsoft Office, including Excel and Word) and direct mail programs such as Mail Chimp and Constant Contact.
- Enthusiasm for fundraising and genuine interest in the development field as career path.
- Excellent team player.
- Interest in the field of arts/museum education/social justice/affordable housing.
- Fluency in Spanish a plus.

APPLICATION:

To apply for this position, please email your resume, cover letter and one professional writing sample, with salary requirements, to resumes@bhc.org. Applicant review will continue until the position is filled. Please indicate your last name and "**Development Assistant**" in the subject line. **No phone calls, please**; only qualified candidates will be contacted. Salary commensurate with experience. We offer a comprehensive benefits package, including health, dental, vision, 403(b) retirement plan, group life insurance, short term disability and paid time off.

BHC/SHCMAS is an equal opportunity employer.