



425 Lafayette Street
New York, NY 10003

Executive Assistant, Development

The Public Theater is seeking an Executive Assistant, Development who will provide valuable support to the Chief Advancement Officer and senior Development team. The Executive Assistant, Development has recurring contact with staff and donors at all levels on a wide range of fundraising, programmatic, and operational projects. This role requires exercising initiative and independent judgement in managing the team's schedules and daily office activities, using discretion in the dissemination of information.

Key Responsibilities:

- Supporting the Chief Advancement Officer in role as chief strategist and lead fundraiser for a \$50M cultural institution, which includes managing senior fundraising staff and overseeing a department of 30, serving as fundraising liaison to the Board, managing and stewarding leadership gifts, prospecting new donors, identifying and cultivating new Board members, and spearheading a capital campaign of \$250 million.
- Assisting other senior fundraising staff with special project needs including administrative tasks such as recordkeeping; individual giving campaigns and mailings; and researching information requests.
- Preparing and editing correspondence.
- Scheduling internal and external meetings.
- Making travel arrangements and planning.
- Reviewing and preparing acknowledgement letters for the Chief Advancement Officer.
- Supporting the Development staff in preparation for events and other special projects, as requested.
- Maintain Tessitura information on meetings and donor touchpoints that serve to cultivate donor engagement and relationships for the Chief Advancement Officer and senior Development team.

Requirements:

- Strong interpersonal and communication skills with the ability to build relationships with staff and donors is a must.
- Excellent organizational skills.
- Attention to detail is crucial. Proper grammar and dedication to correct spelling is essential.
- Computer literacy is required including proficiency with Word, Outlook, Excel, PowerPoint, and research ability. Tessitura knowledge is preferred.
- Adept at multi-tasking, flexible and patient, even in a fast-paced, dynamic work environment.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service.

- Bachelor's degree required.
- 3-5 years of executive assistant experience preferred.
- Familiarity with fundraising and cultural institutions preferred, but not required.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a non-Exempt position, according to the Fair Labor Standards Act.

Please submit cover letter and resume to jobs@publictheater.org