Development Department Assistant

The Public Theater is seeking a Development Department Assistant to provide overall administrative and operational support to the organization's fast-paced development office. This is great opportunity for an individual to gain insights and experience with all sides of Development. Working closely with the leadership team on the day to day operations of a dynamic 30+ person fundraising team.

Responsibilities related to Director of Development
- Manage the Director of Development’s calendars and scheduling
- Ensure the Director of Development is prepared for all meetings and special events as required
- In collaboration with the senior team, setting agendas for Development Department Meetings, and Senior Team Meetings
- Record minutes at staff meetings and identify next steps
- Order office supplies and track inventory on stationery and supplies for the development department
- In collaboration with the Director of Development, manage the department expense budget
- Assist Finance on AMEX reconciliation and invoice coding in Concur
- Work with Human Resources and IT department to on/offboard development staff
- Serve as department administrator for Intranet

Responsibilities related to Senior Director, Advancement
- Provide general administrative support to the Senior Director of Advancement and Major Gifts team including but not limited to: filing expense reports; preparation of mailing materials like invitations, solicitations and acknowledgment letters; coordinate internal and external meetings; assist in responding to donors’ inquiries and requests and prepare agendas for team meetings
- Record and keep up-to-date donor information, meetings and follow-up in Tessitura—CRM database; ensuring information is accurate and attending to general database hygiene
- In collaboration with Senior Director of Advancement, work with Research team to manage donor pipeline meetings and activities
- Liaise with Events team on donor and other special events
- Work with the Partners desk on ticketing and benefit fulfillment
- Staff Partner dinners, Opening Nights and other special events as needed
- Perform other administrative duties as assigned

Requirements:
The ideal candidate will have experience handling a wide range of executive support related tasks and will be able to work independently with little or no supervision. Must be exceedingly well organized and flexible. The ability to interact with staff at all levels, remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

Excellent written and verbal communication skills, strong decision-making ability and attention to detail are equally important. Must be simultaneously assertive and diplomatic, and able to work as part of a team. Strongly prefer: 2+ years’ experience in executive level support, excellent calendar management skills, strong knowledge of Word, Excel, and Outlook. Knowledge of theater and the arts in NYC a plus.

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. Position is available immediately.

Please send cover letter, resume, and salary expectations to: jobs@publictheater.org