

JOB POSTING

Development Assistant

Lower Manhattan Cultural Council New York, NY

Founded in 1973 as Lower Manhattan Cultural Council, LMCC serves, connects, and makes space for artists and community. LMCC seeks a permanent full-time Development Assistant to join immediately. Reporting to the Director of Development, the Assistant will work closely with the development team to grow donor relationships, and support the department with all day-to-day functions related to the fundraising operation. The successful candidate must have an enthusiasm for and interest in building a career in fundraising, and possess excellent attention to detail and accuracy, a strong work ethic, and a collaborative spirit.

Responsibilities Include:

- Supports LMCC' s growing individual giving program
- Implements all direct-mail and email campaigns for individual and Board donors, including the annual calendar and fiscal-year-end appeal campaigns:
- Supports the events team in all aspects of LMCC' s fundraising and donor cultivation efforts, including:
- Provides integral data support within the Salesforce database, including donor record upkeep, list management and analytical reporting, with a focus on pristine data integrity
- Processes all contributed income, including acknowledgements, grant payments, donations, sponsorships, and in-kind support from all stakeholders. Records all income in Salesforce
- Conducts ongoing research and creates comprehensive profiles on LMCC donor prospects (individuals, foundations, corporations, and government)
- Assists in the timely submission of grant proposals and reports, and provides support with ongoing prospect research
- Provides key administrative support to department staff, including scheduling internal and external meetings, preparing materials and correspondence, and reconciling income and expenses with the finance and operations department
- Serves as support staff for organization-wide events as needed
- Other duties as assigned

Qualifications: Strong candidates for this position will have:

- Bachelor's Degree
- 1-2 years experience in the field
- Excellent organizational, written, verbal and analytical skills
- Ability to maintain confidentiality with sensitive information. Ability to maintain effective working relationships with fellow employees, other agencies and the public.
- Ability to multi-task in a fast-paced environment, prioritize workload and meet deadlines, as well as manage details while being graceful and diplomatic.
- Strong interest and/or knowledge of the diverse artistic disciplines LMCC presents and communities we serve.
- Proficiency using Mac OS, Salesforce or equivalent database and Asana or task management tool

To Apply: Please e-mail your resume and a thoughtful cover letter, stating how you heard about the position and your qualifications to Rebecca Cardwell, Director of Development at [jobs\[at\]lmcc.net](mailto:jobs[at]lmcc.net). Please title the email "Development Assistant: YOUR NAME." No phone calls please. Only those we wish to interview will be contacted. Salary commensurate with experience. Includes an attractive benefits package.

Lower Manhattan Cultural Council is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and strongly encourages applications from people of color and women. To learn more about LMCC, visit www.LMCC.net.