

2NDSTAGE

SPECIAL EVENTS ASSOCIATE

Second Stage Theater seeks a Special Events Associate, who provides general and specialized support to the Special Events team within the larger Development Department at one of New York's premier not-for-profit theater companies. Development is responsible for raising funds to support the organization's award-winning artistic programming.

The Special Events Associate is a key member of the Development team and reports to the Associate Director of Special Events. They will assist in the planning and execution of all fundraising events, including the annual Spring Gala and All-Star Bowling Classic, as well as all Opening Nights, donor cultivation events, and private Board events.

RESPONSIBILITIES

- Gift processing and acknowledgements for all Special Events related gifts
- Maintain all Special Events invite lists, RSVPs, follow-up, and confirmations
- Correspond and maintain relationships with Board members and high-level donors
- Help maintain Development relationships with Second Stage artistic alumni
- Draft solicitation materials for in-kind donations and sponsorship prospects
- Work with Marketing to generate print materials for fundraising events
- Coordinate and oversee all volunteers for Special Events mailings
- Research event attendees and sponsors
- Research new event venues
- Brainstorm and facilitate new fundraising opportunities

The Special Events Associate will also work with the Special Events Manager on organizing solicitation efforts, performance ticketing, and online auctions, as well as assist with the planning of cultivation events throughout the season.

REQUIREMENTS

- Bachelor's degree
- 1 year of internship or professional experience in fundraising, preferably in events and/or non-profit
- Must demonstrate excellent verbal and written communication skills, strong attention to detail, and the ability to exercise excellent judgment and decorum in all interactions
- Must be able to accurately handle diverse projects and a large volume of detailed work simultaneously while using good judgment in prioritizing tasks
- Must be able to remain calm and focused in a high-paced environment
- Excellent time management skills along with ability to work independently and collaboratively
- Computer experience including Microsoft Office suite and knowledge of non-profit database software including Tessitura a major plus
- Some evening and weekend hours required

This is a full-time, salaried position. Generous benefit package including health/dental insurance, paid time off, Summer Fridays, and 401(k) with employer contribution included.

Please email cover letter, resume and references to jobs@2st.com with 'SPECIAL EVENTS ASSOCIATE - FULL NAME' in the subject line. No phone calls please.