



Employment Opportunity
Mark Morris Dance Group, 3 Lafayette Avenue, Brooklyn, NY 11217-1415

Development Associate / Data Analyst

Application Deadline: Position open until filled

SUMMARY DESCRIPTION:

The Mark Morris Dance Group (MMDG), formed in 1980, is an 18-member dance company that tours domestically and internationally. Live music and community engagement are vital components of the Dance Group. It has toured with its own musicians, the MMDG Music Ensemble, since 1996. At the Dance Center, throughout NYC, and on tour, MMDG provides people of all ages and abilities with access to meaningful artistic experiences – dance classes with live music, educational residencies, workshops, talks, teacher training and more. MMDG also makes its studios available to local artists and nonprofit groups at deeply reduced rates.

The Mark Morris Dance Group seeks a detail-oriented database superstar to join our 4-person department. The Development Associate plays a vital role on the fundraising team ensuring a high level of database management, accurate and timely donation entry and acknowledgement, administrative and event support. Reporting to the Director of Development, the Development Associate position is a 40-hour per week full time position.

The ideal candidate:

- Enjoys data management
- Is an agile and creative problem solver with an unsentimental focus on results
- Takes pride in providing high quality work
- Is a supportive team-player

Responsibilities include but are not limited to:

Database Management & Analytics

- Serve as the department's key point person for the Raiser's Edge database, ensuring timely and accurate:
 - Gift entry, acknowledgements, renewal mailings and record updates
 - Reconciliation of data and donations with associated databases (Financial Edge, MailChimp, CounterPoint, and Outbound)
 - Reports and queries on contributed income, prospects, and special campaigns
 - Tracking of events and ticket purchases
- Proactively monitor and maintain data integrity of donor and constituent lists
- Create and pull monthly analytical reports for department heads to aid in data driven decision making
- Synthesize information and develop key findings to support donor cultivation and meet annual fundraising goals
- Maintain and update user documentation for system processes and procedures

Departmental Support

- Support MMDG's public performance and private events – supporting execution, assisting with set-up and breakdown, attending NYC performances and pre/post-show cultivation events, representing the organization
- Provide excellent customer service – promptly answering donor emails and calls

- Provide administrative support – drafting correspondence, assisting with scheduling, creating research profiles for individuals and institutions
- Provide data and documentation needed for annual audit
- Maintain MMDG’s hard and digital development files
- Oversee seasonal Development Interns
- Other duties as assigned

Qualifications

- 2-3 years’ experience working in database reporting and analytics, preferably in the fundraising field (Raisers Edge required. Omatic Software and Online Express is a plus)
- Experience interfacing with multiple databases: running regular queries, importing large quantities of data with accuracy, exporting accurate lists, and running accurate reports
- Experience with Import-O-Matic, Wealth Engine, SQL, Crystal Reports, or other list/reporting tools a plus
- Advanced Excel skills including knowledge of Pivot tables, VLookups, and Macros
- Excellent writing and proof reading skills
- Passion for arts and culture
- Ability to work effectively with other departments (marketing, company management, education, finance) on regular and special projects as needed
- Strong ability to liaise with technical, operational, and program personnel

Compensation

- Salary commensurate with experience
- Comprehensive benefits package includes: Employee Health and Life insurance covered 100%, Flexible Spending Plan, Voluntary dental and vision coverage, Pre-Tax Commuter benefit and 403(b) retirement plan
- Access to the Wellness Center (MMDG’s private on-site exercise facility), free dance classes and subsidized studio rental rates at the Dance Center

Please provide the following as part of your application

- Cover letter summarizing your relevant qualifications for this specific position (no generic statements)
- Complete resume, including salary requirement
- A list of Raiser’s Edge training courses that you have completed, if applicable
- Writing Sample (i.e. correspondence with a donor)

Applications

- Indicate *Development Associate* on the subject line of email
- Applications in electronic format preferred, and accepted at jobs@mmdg.org
- NO PHONE CALLS