



## **Harlem School of the Arts Job Opportunity**

### **Manager of Individual Giving**

Harlem School of the Arts is one of New York City's pioneering arts institutions. Over the past 50 years, HSA has transformed the lives of thousands of children through world-class training in and exposure to the arts. HSA provides its students with the opportunity to develop the artist, student, and citizen within themselves in a nurturing environment that teaches discipline, builds self-confidence, stimulates creativity, and empowers them to become the creative thinkers and innovative leaders of tomorrow.

The Harlem School of the Arts seeks a dynamic and highly motivated **Manager of Individual Giving** to support the fundraising goals and mission of this nationally recognized arts institution and expand its base of individual donors.

This is a full-time exempt position reporting to the Director of Development. Suitable candidates must be able to manage multiple priorities in a fast-paced work environment. Strong administrative and computer skills and proven research abilities are required. Additional skills include critical thinking, a strong work ethic and the ability to work independently. Due to the nature of the position, attendance at some weekend and evening special programs and events will be required as well. This is an excellent opportunity for a detail-oriented dynamic person who loves the arts.

#### **Primary Responsibilities:**

- Strategize with senior management and Board on raising funds from individuals
- Manage all aspects of the gift cycle including research, cultivation, solicitation, closure, and stewardship
- Prepare prospect research to guide outreach and cultivation
- Coordinate all aspects of yearly individual giving campaigns
- Record incoming pledges and gifts and generate acknowledgment letters
- Plan cultivation events including managing invitation lists and logistics related to production and coordination with vendors and hosts
- Identify Associate Board prospects and plan engagement activities for Associate Board members
- Manage mailing lists and help maintain donor management system

- Coordinate and reconcile gifts with Finance Department
- Coordinate Alumni outreach and maintain Alumni database
- Research, propose, and implement ways to increase online giving

### **Candidate Qualifications**

- 2-5 years experience in Development, preferably at an arts institution
- BS/BA in a related field
- Interest in arts administration and/or nonprofit administration
- Experience with event planning
- Excellent oral, written, and communication/presentation skills
- Adaptability to changing priorities in a fast-paced environment
- Exceptional organization skills and strong attention to detail

### **Location**

Harlem School of the Arts  
645 Saint Nicholas Avenue  
New York, NY 10030

Easily accessible by public transportation (MTA/bus)

### **To Apply:**

To apply for this position at the Harlem School of the Arts, please submit a resume and cover letter to [ltoye@hsanyc.org](mailto:ltoye@hsanyc.org). Please indicate **Manager of Individual Giving** in the subject line.

### **About Harlem School of the Arts:**

Harlem School of the Arts enriches the lives of young people and their families through world-class training in and exposure to the arts across multiple disciplines in an environment that emphasizes rigorous training, stimulates creativity, builds self-confidence, and adds a dimension of beauty to their lives.

Harlem School of the Arts is able to achieve this with the exceptional participation of our family of loyal donors, dedicated parents, involved alumni and generous guest and resident artists.

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