



## Harlem School of the Arts Development Officer

Harlem School of the Arts (HSA) seeks a Development Officer to join the HSA Development Team and contribute to the fundraising goals of this award-winning, historically important arts institution. The Development Officer is a detail-oriented team player able to work with accuracy while juggling multiple priorities in a deadline-driven environment. The Development Officer must be a self-starter who thrives in a creative setting and has a passion for youth, the arts, and community engagement.

### Principal Duties

- Receive training in all areas of fundraising operations for the purpose of departmental redundancy
- Handle sensitive financial and donor information with discretion
- Create proposals for foundations, corporations, and government agencies
- Collaborate with program staff on strategic direction and priorities
- Satisfy reporting requirements and communicate accomplishments to funders
- Effectively articulate the mission and vision of Harlem School of the Arts to potential and existing funders
- Identify new potential sources of funding
- Manage grants calendar and associated deadlines
- Maintain detailed and accurate donor records in CRM and registrations with government agencies
- Attend meetings with donors and prospects
- Process and file award letters, proposals, and grant information with accuracy and attention to detail
- Prepare correspondence to funders and supporters as needed
- Understand gift processing and donor acknowledgement and participate in these processes as needed
- Prepare materials for board meetings and senior leadership meetings as needed
- Interact with the community, senior volunteer leadership, donors, and prospects
- Provide support for special events including but not limited to board events, funder cultivation events, and the annual HSA gala
- Additional duties as assigned

## Additional Time Requirements

This position requires additional time on evenings and weekends to support cultivation events, deadlines, high volume periods in fundraising operations, and seasonal development activities.

## Qualifications

- Bachelor's degree required; master's degree preferred
- Exceptional writing and editing skills
- Strong team player
- Experience writing for the arts, arts education, or performing arts preferred
- Organized self-starter able to work independently
- Strong analytical skills, including the ability to create and interpret Excel spreadsheets
- Strong database and computer skills; familiarity with Neon a plus
- Ability to multi-task and prioritize multiple assignments
- Ability to work well under pressure and meet deadlines
- Excellent critical thinking skills
- Ability to engage with coworkers at all levels of the organization
- Ability to collaborate with program staff, executive staff, funders, and external partners

## To Apply

To be considered for an interview, please email your resume to [employment@hsanyc.org](mailto:employment@hsanyc.org) and include the subject line: **Development Officer**. Only those candidates whose qualifications most closely meet the position requirements will be contacted. No phone calls, please.

## Location

Harlem School of the Arts is located at 645 Saint Nicholas Avenue in Harlem. The school is easily accessible via the A, C, B, and D subway lines.

## 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 (Art, Music, Dance, and Theater) in an environment that emphasizes rigorous

training, stimulates creativity, builds self-confidence, and adds a dimension of beauty to their lives.