

## JOB POSTING

**Position Title:** Executive Manager to the President & CEO  
**Location:** 645 Saint Nicholas Avenue, New York, NY 10030  
**Salary Range:** \$63,000K - \$70,000K/annual

Harlem School of the Arts (HSA) seeks an Executive Manager to the President & CEO who will support the President & CEO and the Development team at this vibrant, mission-based arts organization. The Executive Manager to the President & CEO must be able to manage multiple priorities in a fast-paced environment. The successful candidate will have exceptional attention to detail and strong oral and written communication skills.

The schedule will be Monday through Friday 9:00 AM to 5:00 PM. Occasional scheduled evening hours for special programs and events may be required. This is a full-time, on-site position.

### Responsibilities related to the Office of the President

Provides administrative support to President on a full range of administrative operations that include:

- Maintaining the President's calendar, coordinating internal and external meetings, and conference calls.
- Ordering office supplies and other items as needed.
- Receiving and distributing incoming mail and deliveries.
- Managing confidential information with sensitivity and discretion.
- Assist with HSA and Board events; and other tasks as needed.

### Board Liaison Responsibilities

Serves as administrative liaison to Board of Directors which include:

- Scheduling Board meetings and Board Committee meetings.
- Creating meeting agendas, minutes, materials and Board packets for distribution.
- Preparing board correspondence and board reports.
- Assist with Board cultivation and stewardship activities.

### Development Responsibilities

Assist the Development department with gift acknowledgements:

- Process all gifts including adjustments, credit cards gifts and distribute to the Finance team and document in the NEON database.
- Produce the daily/weekly gift transactions reports and distribute to appropriate staff.
- Produce and mail weekly gift acknowledgements to donors.
- Assist with identifying and implementing data integrity measures, developing a routine data hygiene practice including maintaining records, initiating and updating coding, merging duplicate records, completing standard imports and clean-up projects as assigned.
- Provide regular and ad-hoc fundraising reports to the development team and senior leadership.
- Scan, store, and update donor records and documentation appropriately in the database and for the fiscal team.

- Enters and updates biographical information on Neon donor database. Assists in data verification and quality control. Maintains comprehensive files on donors, prospects, fundraising projects, and fundraising initiatives.

**Education, Experience, Skills:**

REQUIRED: EXPERIENCE WITH CRM DATABASE LIKE NEON, RAISER'S EDGE, OR SIMILAR SOFTWARE, MASTERY OF MICROSOFT OFFICE SUITE ESPECIALLY EXCEL.

- Bachelors Degree preferred.
- Ability to think critically, assess situations, and synthesize information.
- Superior organizational skills.
- Intellectual curiosity and resourcefulness in pursuing knowledge.
- Proven ability to responsibly handle confidential and sensitive information and abide by ethics standards and privacy policies.
- Demonstrated ability to independently coordinate production of projects accurately and on deadline.
- Knowledge of general principles of major gifts fundraising preferred.
- Proven ability to work collegially and collaboratively and to work effectively under deadline.
- Flexibility and adaptability to changing priorities in a fast-paced environment.

**About Harlem School of the Arts**

Harlem School of the Arts empowers youth to reach their full potential in the arts, education, and life, through interdisciplinary arts training that celebrates the rich complexity of their community.

[www.hsanyc.org](http://www.hsanyc.org)