

Position Description

Title:	Associate Manager for Development and Communications
Department:	Advancement; Media and Communications
Reports To:	Vice President for Advancement and Vice President for Media and Communications
Supervises:	Work Study Students
Internal Contacts:	Faculty, Staff, and Students
External Contacts:	Select suppliers of goods and services to Advancement department and Media and Communications department; other external contacts as required
Employment Status:	Full-time; Non-exempt

Domains:

The position reports to and works closely with the Vice President for Advancement and the Vice President for Media and Communications in supporting the administrative needs, select projects, and day-to-day operations of their respective offices.

General (for Advancement & Media and Communications)

- Provides general administrative support by managing the schedules of the Vice President for Advancement and the Vice President for Media and Communications (“the VPs”); answers and routes phone calls; maintains contact lists for each of the VPs.
- Greets visitors and escorts them to meetings with the VPs.
- Schedules, plans, and manages meetings and special events for the VPs by managing invitations, creating agendas, taking notes, making reservations and/or ordering catering and rentals, creating and maintaining guest lists, and responding to RSVPs.
- Writes and proofreads correspondences.
- Assists with the maintenance and organization of files and records in various databases, including Raiser’s Edge NXT.
- Submits invoices; maintains organized records of the expenditures of the VPs and their respective departments.
- Maintains and monitors the budgets of the VPs’ respective departments.
- Reconciles the VPs’ credit card statements and expenses.
- Tracks Advancement and Media and Communications staff vacation days; sends updates to staff (staff out of the office due to vacation/personal days or doctor appointments), and manages departmental personnel calendars.
- Submits time sheets to payroll (student workers and part-time staff).
- Ensures operation of office equipment; contacts Facilities and Information Technology for requests and repairs as needed.
- Assists the President’s Office for preparation of Board of Trustees’ meetings.
- Anticipates and maintains office supply needs; orders new supplies from the mailroom.
- Manages office subscriptions.
- Performs other duties as assigned.

Specific to Office of Advancement

- Enters gifts in the Raiser's Edge database management system, and assists with other aspects of gift processing, including preparing Daily Gift Reports.
- Uploads acknowledgment letters, gift agreements, solicitations, etc... to individual donor records in the Raiser's Edge database.
- Merge letters for mass solicitations.
- Reports daily gifts received online to the Advancement staff.
- Helps produce solicitation and acknowledgment letters and helps ensure that all contributions are acknowledged in a timely fashion.
- Tracks named college and precollege scholarship recipients' materials; merges and helps prepare notification letters to named scholarship donors.
- Helps assemble grant proposal packets and prepare Advancement mailings and presentations to prospective and current donors, including PowerPoint presentations.
- Prepares research materials for presentations to donors and for the President's Office, including creating PowerPoint presentations.
- Takes RSVPs and tracks attendance at events for the Virtuoso Society patron program and other donor events. Assists at donor events by greeting guests, at check in, etc.
- Conducts research on donor prospects, and creates donor profiles and briefings before special events as needed.
- Organizes, picks up, delivers, and distributes mail to Advancement staff on a daily basis.
- Keep track of and update financial documents (Form990, Audit, CHAR500) in various city, state, and federal grant portals, including the Passport, SAM, HHS Accelerator; and Grants Gateway systems.
- Submits timesheets for work-study students and manage their assignments.
- Assist Advancement staff with duties as assigned, including confirming donor attendance at events, proofreading, etc...

Specific to Office of Media and Communications

- Manages advertising purchases with vendors; tracks advertising artwork deadlines and liaises with Design Office to ensure timely submissions; tracks advertising schedule internally, and produces ongoing reports as needed.
- Assists Digital Strategy colleagues in Media and Communications with social media content creation (Instagram, Twitter, Facebook) on an occasional basis, as needed.
- Assists the department in responding and managing inquiries from faculty and staff.
- Manages and maintains the School's email marketing lists.

Job Requirements:

- An undergraduate degree and one to three or more years of administrative assistant experience are required, preferably for cultural institutions or in higher education.
- Knowledge of the Microsoft Office suite, especially Word and Excel, and PowerPoint
- Knowledge of Raiser's Edge NXT, or similar database management systems, is highly desired
- Ability to work in a fast-paced, deadline-driven environment
- Strong interpersonal and organizational skills, courteous with a "can do" attitude.
- Ability to complete work in a timely and efficient manner
- Professional and ethical work behavior with the ability to maintain the highest level of discretion with confidential information.
- Excellent customer service/donor stewardship skills.
- Genuine interest in music and music education is a plus.

Contact Information:

Send letter of application and résumé including three references to:

Jeff Breithaupt
Vice President for Media and Communications
jbreithaupt@msmny.edu

No phone calls, please.

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