



Position: Assistant, Development Information Systems
FLSA Status: Full-Time/Exempt
Location: Hybrid: Remote/On-site
Reports to: Manager, Development Operations
Salary Range: \$45,000-\$48,000

The Organization

New 42 catalyzes the power of performing arts to spark new perspectives, incubate new works and create new opportunities for us all. Through the nonprofit's signature projects — New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory") — New 42 makes extraordinary performing arts a vital part of everyone's life, from the earliest years onward.

We believe that representation matters both on the stage and behind the scenes, and seek employees who feel the same. We also know that creative people often come with non-traditional resumes and experience; if you believe you'd be a great fit here, please don't count yourself out—we want to hear from you! Read more below on how to apply.

The Position

New 42 seeks an **Assistant, Development Information Systems** who, under the direction of the Manager, Development Operations, is responsible for the accurate maintenance of the development section of the organization's Tessitura database including, but not limited to: entering all contributions, creating contribution reports for submission to the finance department, producing year-to-date fundraising reports for the department, extracting mailing lists for donor campaigns, and inputting donor research. In addition, the Assistant, Development Information Systems will interface with the development and finance departments in the preparation and tracking of purchase orders and updating of the Development expense budget.

Primary Duties And Responsibilities:

- Enters all contributions in Tessitura per defined coding standards and processes contribution reports
- Proactively maintains the database, including but not limited to: constituencies, campaign promotions, funds, appeals, attributes, relationships and research categories and donor data
- Generates fundraising reports, including but not limited to: On Account Tracking, Contribution Summary, Progress to Goal, and Pledge Balance
- Builds extractions and establishes and maintains reports to generate all mailing lists for direct mail and branded email appeals, membership campaigns and other targeted communications



- Coordinates the creation, copying, mailing and filing of Individual Giving acknowledgement letters with the Manager, Development Operations
- Facilitates general development budget reconciliation/audit with Finance, in conjunction with the Manager, Development Operations
- Organizes donor lists for the program book, signage and other required recognition

Essential Knowledge and Qualifications:

- Tessitura development experience is strongly sought after
- Ability to work with the Manager, Development Operations to increase the department's use of the Tessitura database system with a growing level of sophistication
- Working familiarity with Microsoft and Google office suites
- Experience with multiple databases, spreadsheets and Powerpoint presentations
- Effective oral and written communication skills
- Ability to multi-task and remain flexible while experiencing frequent interruptions
- Intensely organized with a fanatical attention to detail
- Ability to respond to goals and deadlines
- Comfort with budgets and ease with financial reporting
- Team player able to work collaboratively with development colleagues as well as interface effectively with other departments
- Keen sense of curiosity and initiative; motivated to succeed
- Ability to work nights and weekends

Why Should I Apply?

Be a part of this leading non-profit performing arts organization that is committed to empowering young people, artists and educators through the performing arts. In addition to a competitive salary, New 42 offers a strong employee benefit package which includes comprehensive Health Insurance, Flexible Spending Account, 403B Retirement Plan, Employee Pension, and Paid Time Off.

Equal Opportunity Employer

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.



Accessibility Needs

Any applicants needing accommodations for accessibility purposes, please don't hesitate to let us know what you need.

Notes from Human Resources

For the safety of our guests and staff, New 42 requires employees to be fully vaccinated against Covid-19 (including booster if you are eligible). Documentation of vaccination status must be provided if an offer of employment is made.

Applicants must submit the following to careers@new42.org to be considered for the position:

- Cover letter expressing specific interest in and qualification for the position
- Resume
- Writing sample