



Position: Manager, Development Operations
Location: Hybrid: Remote/On-site
FLSA Status: Full-Time/Exempt
Salary Range: \$53,000-\$58,000
Reports to: VP, Development and Director of Development

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 a Manager, Development Operations who assists the VP, Development and Director of Development as needed and is responsible for the oversight and management of development operations including but not limited to: management and maintenance of the Tessitura database for the Development department, dispersal of correspondence with Board members; and, other essential operational duties assigned by the VP, Development and Director of Development.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Oversee the maintenance of the Tessitura database for all Development needs by assuring the accuracy and timeliness of gift and contribution entry, report and list pulls and overall donor record upkeep.
- Interface with the Finance Department on a regular basis by providing Development reports as needed, including support for donations and materials for yearly budget reconciliation and audit.
- Assist the Individual and Institutional Giving teams with generating Tessitura extractions, lists and reports for campaign needs and acknowledgement letters.
- Manage VP, Development's communications with Board and Nominating and Development Committee members, including preparing materials for quarterly meetings.



- Maintain the development expense budget, submit purchase orders to Finance and process invoices as needed.
- Conduct prospect research for both individual and institutional donors using online searches and donor screening tools, like iWave.
- In collaboration with other team members, regularly audit and update processes for data maintenance that ensure accuracy and efficiency for ongoing projects
- Support the planning work for major Development events, including the Family Benefit and Annual Gala.
- Attend and work at donor events which may take place on nights and weekends, including greeting donors at weekend performances as needed.
- Accomplish other duties as assigned by the VP, Development and Director of Development.

Essential Knowledge and Qualifications:

- Familiarity with the Tessitura database system, and experience with other databases and donor research tools
- Effective and diplomatic oral and written communication skills
- Facility with Google and Microsoft software
- Ability to multi-task and remain flexible while experiencing frequent interruptions
- Intensely organized with superb attention to detail
- Ability to respond to goals and deadlines
- Working knowledge of budgeting and financial reporting
- Team player able to work collaboratively with development colleagues as well as interface effectively with other departments
- Resourceful and creative thinker
- Keen sense of curiosity and initiative
- Sense of humor
- Ability to work some 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.

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

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