



Position: Manager, Development Operations
Location: Hybrid: 2 Days Remote/3 Days On-site
FLSA STATUS: Full-Time/Exempt
Reports to: Director of Individual Giving & Events
Salary range: \$65,000 to \$75,000

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

The New 42 Development Department is a 9-person team responsible for raising \$6 million annually from corporations, individuals, foundations and government donors. New 42 seeks a Manager, Development Operations to support this work through robust maintenance and utilization of the donor database; proactive and effective communication with the Finance and Digital Services teams; management of donor acknowledgement, fulfillment, stewardship and recognition systems; and efficient data management and reporting to support revenue growth.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Management of the Tessitura database for all Development needs though accurate and timely gift and pledge entry; the creation of reports, lists and extractions; the utilization of membership records for donor benefit fulfillment; integrations with DonorSearch and other tools; and overall donor record upkeep in compliance with best practices including regular review and clean-up of duplicate records.
- Process and record gifts from multiple sources including cash and checks, credit cards, electronic deposits, online gifts, pledges and transfers of securities.
- Design and maintain reports, dashboards and data visualizations to provide actionable insights for the team and guide donor engagement strategies.
- Generate acknowledgement letters, maintain donor listings for recognition and reporting purposes and coordinate large-scale mailings.



- Manage Board and cultivation invitations to shows, coordinate ticket procurement with the box office, manage seat note assignments and communicate attendees with the team and the President & CEO.
- Manage all communication with the Finance Department, provide required backup documentation including donor gift sheets and posting and batch reports, collaborate on the quarterly reconciliation and audit preparation process and proactively anticipate and respond to any audit-related questions or needs.
- Collaborate with the Digital Services team on segmentation strategies.
- Maintain department operating procedures; regularly audit and update processes for data maintenance; and train team members to ensure consistency, accuracy and continuity in development operations.
- Manage guest registration for Development events.
- 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 Director of Individual Giving & Events.

Essential Knowledge and Qualifications:

- Advanced knowledge of the Tessitura database system; experience utilizing L2 and Stripe preferred.
- Working knowledge of financial reporting and audits.
- Effective written and verbal communication skills, strong organizational skills with a high level of attention to detail, ability to manage priorities and meet deadlines independently, and the capacity to work comfortably both virtually and in-person.
- Ability to work collaboratively with colleagues throughout the organization.
- Ability to work nights and weekends as needed.

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.

Application Instructions

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