WNET New York Public Media

Title: Senior Development Associate

Location: 825 Eighth Avenue, NY, NY

Job Type: Full-Time (Experienced)

Start Date: ASAP

Job Description:

The Senior Development Associate undertakes primary administrative responsibility for the development, organization, and administration of all matters pertaining to the office of the Vice President of Development and Communications. Assisting the Vice President and the Executive Director of Development, the Senior Development Associate manages and prioritizes the flow of information, communications and demands on time and resources and facilitates the implementation of the Vice President’s strategic development initiatives. Specific responsibilities include:

- Coordinate, prepare materials, maintain agendas and minutes of VP led meetings and oversee the implementation and coordinated collaboration of assignments and expected outcomes;
- Act as a development coordinator in support of the Vice President and Executive Director’s prospect portfolios and fundraising activities including setting meetings, preparing briefings, planning events, and maintaining database information;
- Communicate effectively and diplomatically with a wide variety of constituents to include senior management, producers and other members of the creative team, staff, donors, business, political and community leaders and the general public;
- Work with minimal supervision; set priorities, initiate and complete assignments without oversight, manage a complex web of schedules, relationships and demands, except where policy issues and exceptional circumstances might arise.

Qualifications:

Qualified candidates will have a Bachelor’s Degree, or equivalent experience and a minimum of five (5) years of experience support senior executives. In addition, qualified candidates will have a high level of proficiency with databases (CRM) with the ability to input information and generate reports, proficiency with network-based computing and with the use of Windows, Word, Excel, and PowerPoint. An ability to compose concise, logical and grammatically correct proposals, reports, business correspondence, following standard business formats as well as the a demonstrated ability to edit and proofread for spelling, grammar, and punctuation. Exceptional communication skills with the ability to obtain and convey information clearly and independently, including interpersonal skills to interact and communicate with senior management, staff, producers, high level prospects and board members, and the public is essential as is the ability to work with individuals from across the organization, as well as with key volunteers and senior management. Must be able to exercise strong judgment, and conduct oneself in a professional and ethical manner. Position will require occasional overtime, including evenings and weekends.
Application Instructions:

Apply online at: www.wnet.org/careers.
WNET New York Public Media
825 Eighth Avenue
New York, NY 10019-7435
www.wnet.org

Qualified candidates only; no phone calls please. Candidates selected for interview will be contacted.