

# The Metropolitan Opera Guild

## **Development Assistant**

Posted: April/May 2021

Full Time  
Administrative  
New York, NY, US

**Position:** Development Assistant

**Department:** Administration and Development

### **About the Metropolitan Opera Guild**

The Metropolitan Opera Guild is dedicated to enriching people's lives through the magic and artistry of opera. The Guild fosters collaboration, literacy skills, and self-confidence in children with customized education programs integrated into the curriculum of their schools, and builds a deeper appreciation of opera in adults through workshops, community programs, a podcast and online learning series, and through the monthly publication of OPERA NEWS. The Guild also supports the Metropolitan Opera Association ("Met Opera") through charitable contributions, membership dues and other support. The Guild's Development team raises funds from individual, foundation and government sources to support and sustain Guild programs, while coordinating with the Met Opera, which oversees gift processing for the Guild membership program.

### **Role Overview**

The Development Assistant serves as an integral part of the Guild's fundraising and administrative team, and will work for the acting Managing Director and provide ongoing support to the Assistant Director of Development and the Assistant Director of Special Events. This is a full-time office administrative position with a 40-hour workweek.

### **Principal Duties and Responsibilities**

- Process all donations, pledges, and special event ticket sales in the fundraising database (Tessitura), in an accurate and timely manner.
- Produce and mail acknowledgement letters, and manage regular updates to letter templates. Prepare and send monthly pledge reminders and year-end tax letters to donors.
- Proactively ensure accurate accounting recordkeeping and reconcile monthly with Accounting and the general ledger.
- Maintain accurate donor records and ensure the integrity of the fundraising database. Take ownership over key aspects of the Department's physical and electronic files.
- Become a source expert on the proper use of Tessitura, the Guild's fundraising database, and propose refinements to Department policies when appropriate.

### **Other Projects**

- Conduct foundation research for the Assistant Director of Development, and maintain the master list of prospective, vetted, solicited, declined, and unsolicited foundations.
- Maintain schedule of deadlines with deliverables for the Assistant Director of Development for grant proposals, grant renewals, grant reports, and new prospects outreach.

- Support the Assistant Director of Special Events with preparation of printed event materials (e.g. tickets, place cards, signage), mailings, auction logistics, journal ad solicitations and day-of event management.
- Assist with the creation and publication of the Guild's Annual Report.
- Support certain Board Committee meetings and assist with writing minutes, as needed.

Other duties as assigned.

**You'll be a Good Fit if You:**

- Bring a high level of personal motivation, agency, and ownership to assigned projects and tasks.
- Have demonstrated superior writing, research and communication skills.
- Are extremely detail-oriented and focused.
- Possess strong analytical skills, and adopt a proactive and ethical approach to problem-solving.
- Are tech-savvy, with proficiency in Microsoft Office, and have experience working within databases (or possess the capacity and willingness to master them).
- Can demonstrate mature judgment and discretion when handling confidential and/or sensitive information.
- Bring joy to your work, and a willingness to learn.
- Are authorized to work in the United States.

**To Apply**

Please submit a cover letter and resume to [jobs@metguild.org](mailto:jobs@metguild.org). No phone calls, please.

Only resumes with a cover letter will be considered.

Only those candidates chosen for an interview will be contacted.

The Metropolitan Opera Guild is committed to fostering a safe work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation.

The Metropolitan Opera Guild is an Equal Employment Opportunity Employer. All employment decisions are made without regard to race, color, creed, sex, age, national origin, alienage or citizenship status, gender including gender identity or expression, pregnancy including pregnancy related impairments, sexual orientation, disability, marital status, military status, partnership status, familial status, any lawful source of income, status as a victim of domestic violence or status as a victim of sex offenses or stalking, genetic information, predisposition or carrier status, unemployment status, or any other characteristic protected by federal, state or local law.