



SOCRATES SCULPTURE PARK – JOB OPENING NOVEMBER 1, 2016

DEVELOPMENT & ADMIN ASSISTANT

Socrates Sculpture Park, an internationally renowned outdoor exhibition space and artist residency program that also serves as a cultural anchor and public park in Long Island City, Queens, is currently seeking an independent and organized **Development & Administrative Assistant** to join a small, dedicated staff to assist and promote its mission and programs.

Reporting to the Director of Development & Communications, the Development & Administrative Assistant will be a core member of Socrates Sculpture Park with the primary responsibility of supporting the fundraising and administrative efforts of the organization. This individual will be integrated in the daily life of the Park, primarily managing government, foundation, and individual donor relations and database, while maintaining the day-to-day administrative and office systems of the organization.

Responsibilities:

DEVELOPMENT & COMMUNICATIONS

- Manage a diverse portfolio of existing grants, including maintaining a grants calendar and drafting proposals, updates, and reports in advance of the specified deadline.
- Maintain development files, including tracking of income and drafting acknowledgement letters
- Assist with individual giving and direct mail campaigns, including maintaining the park's e-tapestry database of donors and contacts.
- Assist with the planning and execution of the Annual Fall Gala, including solicitation, donor relations, gift tracking, acknowledgment letters, guest lists, photography, and guest transportation.
- Draft e-newsletters and social media posts in accordance with communications calendar
- Maintain and update website

ADMINISTRATION

- Act as first point of contact for Socrates Sculpture Park via phone, email, and walk-ins
- Manage office operations and procedures, including tracking and filing check requests
- Maintain office equipment, supplies, and inventory, and serve as point person for relevant vendors
- Open, distribute and send mail

Qualifications:

- At least two years of development and/or administrative experience; past work at a visual arts non-profit organization or art museum is a plus.
- A passion for contemporary art and public engagement.
- Exceptional organizational skills with demonstrated experience managing deadlines and maintaining many tasks/projects simultaneously.
- Strong attention to detail, including proofreading, with excellent written and verbal communication skills.
- Working knowledge of various software programs and applications is a plus, including InDesign, E-Tapestry, Wordpress, Social Platforms (Facebook, Twitter, Instagram), Constant Contact.

How to Apply:

Socrates Sculpture Park is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The Park is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.

Socrates offers a competitive salary and a full benefits package. Qualified candidates should submit a cover letter, resume, and three references (as one PDF document preferred) with "Development & Admin Assistant" in the subject line to jobs@socratessculpturepark.org.

No phone calls please. Position will remain open until filled.