

NEW YORK STUDIO SCHOOL

OF DRAWING, PAINTING & SCULPTURE

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DEVELOPMENT OFFICER – INDIVIDUAL GIVING & ALUMNI RELATIONS

New York Studio School seeks a highly motivated Development Officer for Individual Giving and Alumni Relations to join its core staff during an exciting time of growth. The position is an integral part of a small, highly effective fundraising team and will be responsible for furthering the School's engagement with its individual donors and alumni.

Reporting to the Director of Development, the Development Officer is a full-time, externally facing position that will collaborate closely with colleagues throughout the School to develop and oversee the strategy and implementation of a campaign to build relationships across the NYSS community in support of the School's mission as it continues to grow.

New York Studio School is an Equal Opportunity Employer and does not discriminate in its hiring or employment practices on the basis of gender, race or ethnicity, color, national origin, religion, age, disability, family or marital status, or sexual orientation. The School is committed to creating a diverse and inclusive environment.

Primary responsibilities include, but are not limited to:

- Cultivating and stewarding individual and alumni donors
- Overseeing giving circle for NYSS Gallery and Evening Lecture Series programming
- Working closely with Development Associate on prospect research for high-net-worth individuals
- Working closely with Exhibitions & Public Programs Officer on annual alumni exhibition
- Working closely with Development Associate on drafting grant proposals and other communications
- Assisting Director of Development and Associate Dean for Administrative Affairs on planning and budgeting for the year
- Creating national and international Alumni networks and programming, in collaboration with the Associate Dean for Academic Affairs
- Maintaining robust and current records of Alumni news, achievements, and career metrics for the School's website, newsletters, and accreditation reporting
- Overseeing Alumni surveys
- Overseeing and implementing cultivation events for alumni
- Supporting the development team logistically for Annual Benefit, Spring Event, and other projects
- Other duties and special projects as assigned

Qualifications/Competencies:

- Two or three years of experience in individual fundraising or membership, ideally within the arts, culture, or education fields
- Discretion with sensitive information

- Commitment to diversity and inclusion
- Mission-oriented, able to be an effective ambassador for NYSS
- Highly motivated, with the ability to work well independently and collaboratively
- Excellent written, verbal, and organizational skills
- Experience managing deadlines and multiple projects simultaneously
- Detail-oriented, with the ability to prioritize
- Familiarity with Raiser's Edge or another CRM database
- Efficient in all Microsoft Office and Google Suite applications
- In-Design experience desirable

Compensation:

This is a full-time position with a starting salary range of \$55,000 - \$70,000, dependent upon experience, with growth opportunity. The work schedule will typically be Monday – Friday, 10am – 6pm, with the possibility of some evening hours. It includes NYSS' full benefits package.

Additional Information:

This job description is not designed to cover all duties or responsibilities connected to this role. Standard NYSS hours are Monday to Friday, 10am – 6pm. The offices are located in Greenwich Village in Manhattan, in a historic building that does not meet ADA compliant standards. The staff is presently working both onsite and remotely.

About NYSS:

The New York Studio School, founded in 1964 by artists for artists, is located in the historic Greenwich Village building that served as the original home of the Whitney Museum of American Art. Pedagogically, the School values perception and the practice of drawing as it seeks to equip its students with the means to develop a personal language for expression and artistic vision. This rigorous studio-based art education is a preamble to a lifetime's engagement in drawing, painting, and sculpture. The School offers a range of courses and educational programs, both in-person and virtual, including a two-year Master of Fine Arts degree, a three-year Certificate program, Evening & Weekend courses, and its signature immersive Marathons. Public programming, including the Evening Lecture Series and Gallery Exhibitions, serves as both an integral part of the curriculum and an exceptional offering to the public free of charge.

Application Instructions:

To apply, interested candidates should submit a cover letter and resume, including contact information for three references, as one PDF document to humanresources@nyss.org. Please put "Your Name – Development Officer" in the subject line. No phone calls please.

Review of applications will begin immediately and will continue until an appointment is made. At least two rounds of interviews are anticipated.