



ELEVATOR REPAIR SERVICE

47 Great Jones St. 3rd floor New York, NY 10012
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Elevator Repair Service - Development Associate

Elevator Repair Service Theater is seeking a highly organized, detail-oriented Development Associate to execute fundraising initiatives and tasks across all streams of contributed income. The Development Associate is responsible for leading all grant processes, including writing and editing proposals and final reports, and will have some interface with funders, individual donors, and the 16-member ERS Board of Directors. They will work closely in collaboration with ERS's Managing Director on fundraising strategies and special event planning.

Responsibilities:

Institutional Giving

Maintain grants calendar

Responsible for writing and submitting government and foundation grant proposals and reports (approximately 20 proposals along with any subsequent necessary reports per year) and working with other staff members as needed to gather attachments and other materials

Coordinate funder meetings

Research potential grant opportunities

Individual Giving

Maintain donor database and reconcile entries with finance dept.

Generate donor acknowledgement letters

Assist with strategy and execution of individual giving campaigns

Board Relations

Schedule and coordinate executive committee and full board meetings

Prepare and distribute board meeting materials to members

Attend full board meetings

Take board meeting minutes and distribute to board members

Special Events

Assist with planning and execution of special events (including a few nights and/or weekend engagements), including annual spring gala

Marketing Support

Assist with development and deployment of digital strategy, including email (once every six weeks), social media (twice per week) and website updates (approximately monthly or as needed)

Requirements:

Familiarity with social media platforms (Instagram, Facebook, Twitter)

Compensation and Benefits:

Salary: \$47,000. This is a permanent, full-time (10:00 am - 6:00 pm), non-exempt position at our office at 47 Great Jones Street in the East Village; some schedule flexibility to support remote work is possible.

ERS has a robust benefits package including:

- Health, Dental and Vision with 10% employee contribution, plus a \$1,000 flexible health spending account to help cover co-pays and deductibles
- 3 weeks paid vacation, plus paid weeks off at Thanksgiving and New Year's
- 9 paid federal holidays
- 10 sick days and 5 personal days
- Summer Fridays: the office closes at 1:00 pm all Fridays between Memorial Day and Labor Day
- Paid Family Leave
- 403(b) plan (with no employer contribution) is also available

To apply, send a resume and cover letter describing your interest and qualifications to hr@elevator.org with Development Associate in the subject line.

Initial interviews will take place by phone; finalists will be interviewed in-person at the ERS office.

ERS recognizes that people may acquire the necessary skills and experience for this position in a variety of ways and welcomes candidates from all backgrounds. BIPOC candidates and those who have not historically been represented in the theater community are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

About Elevator Repair Service:

Elevator Repair Service (ERS) is a 30-year old New York City-based theater company. Our best known show *Gatz*, a six and a half hour performance using the entire text of *The Great Gatsby*, has toured to over two dozen cities nationally and internationally. All work is generated by company members and developed over an extended period in a highly collaborative process. We have a very active 2022 calendar with three shows in production: *Baldwin and Buckley at Cambridge*, a re-enactment of a 1965 debate between James Baldwin and William F. Buckley Jr., will tour extensively before having its New York premiere at The Public Theater; our production of *The Seagull* will open at the NYU Skirball Center for the Performing Arts in February 2022; and we will present our commissioned work based on James Joyce's *Ulysses* on June 16th, 2022 at Symphony Space.