



POSITION DESCRIPTION:

Development Assistant

Friends of the High Line (FHL) was formed in 1999 by residents in the West Village and Chelsea to preserve the historic High Line structure for reuse as an elevated public open space through the federal rail-banking program. FHL has launched a capital campaign to raise \$50 million in private funding. Construction of this unique park, almost 1.5 miles long, spanning 22 blocks from Gansevoort Street to 34th Street, began in April 2006, and the first section is scheduled to open in 2008. FHL is a mission-inspired, dynamic, and high-achieving organization staffed by a total of twelve dedicated professionals.

The Development Assistant reports to the Chief Development Officer and works closely with the Development Associates to support the capital campaign and annual operating fundraising efforts.

Responsibilities

Primary responsibilities include gift processing, maintaining donor records, and creating and running donor and campaign progress reports for Board and committee members. Other duties include:

- Accurate and timely entry of all donor data, correspondence, contacts, address corrections, etc.
- Ensuring all existing data are complete and accurate
- Producing reports, queries, exports, mail merges as needed
- Daily processing of all donor gifts
- Maintaining organized, up-to-date donor files
- Assisting with donor mailings
- Scheduling and coordinate campaign committee meetings
- Ensuring timely and accurate acknowledgements of all donations
- Assisting with preparation of proposals and reports
- Assisting with other tasks as needed

Qualifications

Candidate must have strong interpersonal skills and be highly detail-oriented, organized, and able to handle multiple projects at once. A high level of computer and Internet literacy, including experience with *The Raisers Edge* and Microsoft *Word*, *Excel*, and *Outlook*, as well as an aptitude for mastering new computer applications, are essential. Experience working in a fast-paced environment is desirable. Bachelor's degree or two years relevant experience required.

To Apply

Please submit a cover letter and resume to: jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

November, 2007