



**ARTS MANAGEMENT WITH DYNAMIC IMPACT**

**POSITION VACANT**  
**Administrative Associate**

**DUNCH ARTS, LLC** ([www.duncharts.com](http://www.duncharts.com)), a New York-based leader in management consulting for arts and cultural organizations, seeks an energetic and motivated Administrative Associate to support company and client projects on a full-time, salaried basis. Dunch Arts provides a range of services, including fundraising consulting, interim management, executive search, and strategic planning. Its high-impact fundraising programs have delivered transformational results across cultural disciplines, been featured in *The New York Times*, and drawn strong funder support.

Current and recent clients include:



*Capital Campaign Consulting*



*Three-Year Strategic Plan for the New York City dance field*

**INSTITUTE FOR URBAN DESIGN**

*Fundraising for the Official U.S. Pavilion at the 2012 Venice Biennale*



*Fundraising Consulting*



*Executive Recruitment*  
*Fundraising Consulting*  
*Capital Campaign Feasibility*

**DUNCH ARTS, LLC**

40 West 72<sup>nd</sup> Street, Suite 25 NY, NY 10023  
p (212) 877-0500 c (917) 655-9335  
f (917) 599-0415

info@duncharts.com **duncharts.com**



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**POSITION VACANT: Administrative Associate (cont.)**

This position is ideally suited to an emerging arts leader seeking to build his/her career skills across a wide range of artistic disciplines and functional management areas.

The successful applicant will hold a Masters in Arts Administration or the equivalent, with prior work experience in a cultural nonprofit, preferably in New York City. Prior fundraising experience will be favorably regarded. S/he will be a methodical and detail-oriented individual, with excellent time management skills, who can advance multiple projects simultaneously while meeting deadlines. S/he will have a pleasant telephone manner, good follow-up skills, good writing skills and an excellent knowledge of grammar. S/he will be proficient in Microsoft Office software applications; expertise in Google Docs, cloud-based applications, social media and/or prior experience in The Raiser's Edge, Tessitura or other nonprofit fundraising software will be well regarded.

Salary and benefits are commensurate with experience.

To apply, please submit cover letter, resume, salary history and writing samples to [jobs@duncharts.com](mailto:jobs@duncharts.com).

All inquiries and materials will be confidential. Applications will be acknowledged.

Dunch Arts LLC is an equal opportunity employer.

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**JOB DESCRIPTION: ADMINISTRATIVE ASSOCIATE**

**LAST UPDATED:** January 30, 2012

**JOB CLASSIFICATION:** Full-Time, Non-Exempt

**REPORTS TO:** President

**SUPERVISES:** Summer Associate/s

**JOB SUMMARY:**

The Administrative Associate manages the administration and marketing of Dunch Arts, LLC (the "Company"), provides administrative support and customer service to the Company's President, project consultants, clients and their representatives; manages the President's schedule, client projects, and associated matters; coordinates Company operations and scheduling with project consultants; supports client projects with research, client liaison, writing and analysis; and recruits and manages Summer Associates, Dunch Arts Management Fellows, and interns.

**JOB DUTIES AND RESPONSIBILITIES:**

**1. Company Administration**

- **Office Management:** Staff the Company's business office daily, providing administrative support to President and consultants. Manage Company scheduling and track client deliverable dates and deadlines across all projects. Schedule meetings, manage travel and accommodation; manage QuickBooks; and undertake other company administration tasks as may be directed by the President.
- **Customer Relationship Management:** Manage Company's cloud-based CRM database; undertake prospect research on individuals and organizations; track industry relationships.
- **Client Worksite:** Maintain and update cloud-based client work sites for each project; manage client user permissions.
- **Client Documentation:** Draft Company client documentation for President's review.

**2. Client Liaison & Project Support:**

- **Client Liaison:** Support Company's professional client liaison efforts to ensure that clients receive timely responses from the Company throughout the work week; project manage client deliverables to ensure that all client matters are resolved timely and on deadline.
- **Fundraising:** Support client fund raising projects by researching and drafting fundraising materials; assist with the organization of client special events and other initiatives; and undertake other fundraising tasks as may be directed by the President.
- **Marketing:** Support Company's marketing projects by researching and drafting marketing materials; liaise with marketing vendors; manage Company's electronic communications; and undertake other marketing activities as may be directed by the President.

**QUALIFICATIONS:**

The successful applicant will hold a Masters in Arts Administration or the equivalent, with prior work experience in a cultural nonprofit, preferably in New York City. Prior fundraising experience will be favorably regarded. S/he will be a methodical and detail-oriented individual, with excellent time management skills, who can advance multiple projects simultaneously while meeting deadlines. S/he will have a pleasant telephone manner, good follow-up skills, good writing skills and an excellent knowledge of grammar. S/he will be proficient in Microsoft Office software applications; expertise in Google Docs, cloud-based applications, social media and/or prior experience in The Raiser's Edge, Tessitura or other nonprofit fundraising software will be well regarded.

**COMPENSATION:**

Compensation is commensurate with experience. Benefits include paid vacation, public holidays, health care reimbursement, and business development incentives.

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