

Storm King Art Center seeks an External Affairs Operations Assistant to join a growing team and organization.

About Storm King Art Center

Storm King Art Center is a 500-acre outdoor museum located in New York's Hudson Valley, where visitors experience large-scale sculpture and site-specific commissions under open sky. Since 1960, Storm King has been dedicated to stewarding the hills, meadows, and forests of its site and surrounding landscape. Building on the visionary thinking of its founders, Storm King supports artists and some of their most ambitious works. Changing exhibitions, programming, and seasons offer discoveries with every visit.

For additional information, visit www.stormking.org.

About the Role

Storm King Art Center is seeking an External Affairs Operations Assistant to join its growing External Affairs department. This new position will report to the External Affairs Operations Manager, and will support the External Affairs department by accurately maintaining database records, providing reports, and processing gifts.

External Affairs Operations Assistant

Primary responsibilities include accurately and efficiently entering and maintaining donor and gift records in the database; producing reports as needed; producing acknowledgement letters, receipts, and pledge reminders. The External Affairs Operations Assistant will accurately maintain records and information in the CRM database (Altru), and offer support for information management and gift processes. The Assistant responds to requests for information, including but not limited to queries, dashboard reports, and revenue and constituent giving summaries.

Responsibilities

- Verify, enter, and maintain biographical information in the database from a variety of sources including forms, mailings, address change cards, email, staff, etc.
- Manage hard copy and digital files for External Affairs.
- Process and record gifts; ensure accuracy, data integrity, and maintain confidentiality.
- Produce acknowledgement letters, receipts, and pledge reminders in a timely manner.
- Research and respond to staff and donor inquiries on records and gifts.
- Produce reports as needed.
- Compose general correspondence and provide clerical support for External Affairs operations.
- Other responsibilities as needed or assigned.

Qualifications

- High school diploma or equivalent is required.
- 1-3 years of experience in development operations or similar capacity.
- Experience with SQL or CRM database, Altru or other Blackbaud database preferred.
- Ability to handle sensitive information in a professional manner and maintain confidentiality is required.
- Excellent organizational and computer skills including Microsoft Office. Willingness to learn and use technology to streamline and improve reporting.
- The capacity and willingness to provide excellent service and to work in a collegial manner with donors and other constituencies is essential.
- Ability to work as part of a team.

Successful candidates will have enthusiasm for Storm King's programming and mission, complemented by a background in development operations. Experience in arts or cultural institutions preferred. Ability to work occasional nights and weekends.

Physical Requirements and Working Conditions

- Works in an office environment
- Frequently sits for long periods of time
- Frequently speaks, reads, writes and uses a computer keyboard
- Must be able to work and walk outside in a variety of weather conditions
- Requires standing, lifting, stooping, or bending
- Works on weekends and evenings during the season for special events

Benefits

This position is eligible for the full benefit package including a generous paid time off program, medical, dental, vision, 403(b), and more.

To Apply

Please send a cover letter and resume to employment@stormkingartcenter.org with “**External Affairs Operations Assistant**” in the subject. Only complete applications will receive full consideration. No phone calls please.

Storm King Art Center is dedicated to fostering a diverse workplace. Storm King Art Center is an equal opportunity employer and makes employment decisions on the basis of merit.

People who are of color, gender oppressed, LGBTQ, immigrants with work permission, and people of diverse social and economic backgrounds are encouraged to apply. Storm King Art Center does not discriminate based on race, color, religion, creed, sex, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, gender identity or expression, or any other related consideration.