

TITLE:	Development Apprentice
REPORTS TO:	Director of Development Assistant Director of Development
HOURS:	24 per week
CLASSIFICATION:	Part-Time Temporary: Oct. 1, 2025 to Sept. 30, 2026
COMPENSATION:	\$18 per hour

### **POSITION OVERVIEW**

The Development Apprentice plays a key supporting role in the fundraising and donor relations efforts of The New York Pops. This position provides administrative and logistical support to the Development Department, ensuring smooth execution of fundraising campaigns, donor stewardship activities, and events. The ideal candidate is detail-oriented, highly organized, and passionate about the performing arts.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- Assist the development team in organizing and executing all major campaigns, raising funds for the organization's music education programs, annual fund, and other initiatives.
- Maintain donor database with accurate information on individual donors, corporate sponsors, and foundation partners.
- Prepare and send timely donor acknowledgment letters, tax receipts, and communications.
- Support the development team in planning and executing fundraising events such as the Annual Birthday Gala and The New York Pops Underground Cabaret.
- Assist with prospect research to identify potential donors and funding sources.
- Prepare and present regular reports on fundraising progress.
- Be the frontline of communication for the development team, answering and directing phone calls while providing excellent customer service to patrons and donors.
- Provide administrative support, including scheduling meetings and managing calendars.
- Other duties as assigned.

### **Workplace Environment**

- Office hours 10:00 AM to 6:00 PM, Monday through Friday
- Schedule will be mutually agreed.
- Occasional nights and/or weekends required for concert-related tasks.

### **Qualifications:**

- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Excellent communications skills across all mediums.
- Provides excellent customer service.
- Proficient in budget creation and maintenance.
- Attention to detail and accuracy.
- Strong critical thinking abilities.
- Basic knowledge of the nonprofit sector and fundraising principles is preferred.
- Strong interest in the arts.

### **To Apply**

Please send resume and cover letter in a single PDF attachment to [development@nypops.org](mailto:development@nypops.org).

**Application Deadline: Friday, September 5**

**Start Date: Monday, September 29**

Studies show that women, people of color, and individuals from other underrepresented communities are less likely to apply for jobs unless they meet 100% of the criteria. We know that the best candidates may not always meet every requirement, and we strongly encourage you to apply if you're excited about this role, the mission of the organization, and believe you bring relevant experience or perspective.

The New York Pops is an Equal Opportunity Employer. The New York Pops actively strives to achieve greater diversity amongst our Board of Directors, staff, and orchestra. We are committed to an inclusive workspace, and we strongly encourage applications from BIPOC, AAPI, LGBTQ+ who are excited about contributing to our mission.