

**Organization:**

Founded in 1965, Wave Hill is a 28-acre public garden and cultural center overlooking the Hudson River and Palisades, in the Riverdale section of the Bronx. Its mission is to celebrate the artistry and legacy of its gardens and landscapes, to preserve its magnificent views and to explore human connections to the natural world through programs in horticulture, education, and the arts

**Position Summary:** Working as part of Wave Hill's Philanthropy and Donor Engagement team, the Coordinator assists and helps implement a range of stewardship and fundraising initiatives and events in support of Wave Hill's philanthropy goals.

**Job Responsibilities**

- Coordinate and implement various, comprehensive fundraising campaigns, including the Annual Appeal, Giving Tuesday, and Spring Appeal, that incorporate direct mail, email, and social media.
- Assist with event logistics for cultivation and fundraising events, including creating queries and pulling lists; ordering supplies; tracking financial contributions and tickets; overseeing check-in process; and other duties as needed.
- Maintain and serve as department point person for donor management database; update donor records; compile biographical information; create analytical reports and queries for various fundraising initiatives.
- Conduct research on donor prospects and prepare donor profiles and prospect reports.
- Process philanthropic gifts and event related donations and tickets and ensure all gifts are accurately recorded and acknowledged.
- Reconcile pledge balances, send pledge reminders, and enter financial donations and pledges for philanthropic gifts.
- Coordinate logistics for donor meetings, luncheons, and other special events.
- Assist and coordinate stewardship process including acknowledgement letters, reports, thank you cards, donor appreciation gifts, and other communications via phone and email.
- Supervise interns and volunteers as needed.
- Serve as back-up for Membership Associate and provide general office assistance.
- Related duties as needed.

**Qualifications**

- College degree required with a minimum of one year of development experience.
- Ideal candidate will be creative, a self-starter, and excellent communicator.
- Demonstrated understanding of fundraising landscape and working with databases.
- Excellent verbal and written skills as well as superior proof-reading skills.
- Ability to work effectively in a team as well as independently.
- Strong computer skills and proficiency; demonstrable donor database experience required; Altru database experience preferred.
- Must be a well-organized, responsible, dependable, and detail-oriented individual.

**Compensation and Benefits:**

- Compensation: \$42,000 per year
- Benefits: medical, dental and vision insurance; paid time off, 401k, pension plan and life insurance

**To Apply:**

Interested candidates should send a cover letter, resume, and a writing sample to Human Resources at [careers@wavehill.org](mailto:careers@wavehill.org) Please include **Donor Engagement and Events Coordinator** in the subject line.

No phone calls please; only those selected for an interview will be contacted.

**Diversity Equity and Inclusion at Wave Hill:**

Wave Hill is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Wave Hill is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, programs, and activities. To request a reasonable accommodation, contact [humanresources@wavehill.org](mailto:humanresources@wavehill.org)



