



## External Relations Coordinator/Membership Manager (full-time)

### Organizational Overview

The **Northern Manhattan Arts Alliance (NoMAA)** is a non-profit arts service organization whose mission is to cultivate, support and promote the works of artists and arts organizations in northern Manhattan. Its main objectives are: to facilitate the creation of new works by both emerging and established artists; strengthen the infrastructures of local arts organizations; encourages public dialogue, engagement, and collective reflection around issues that affect upper Manhattan's cultural community; and foster the region's economic development and overall vibrancy.

### Description

NoMAA, based at the historic United Palace (4140 Broadway), seeks a full-time External Relations Coordinator/Membership Manager. Under the supervision of the Executive Director, the External Relations Coordinator/Membership Manager will support all communication, membership activities and individual giving; assist with fundraising and public events, grants management and other Development duties as assigned.

### Duties & Responsibilities

- Working with NoMAA staff to design and develop a membership program;
- Processing, coordinating, and distributing donor and member mailings – i.e.: renewal letters, acknowledgement letters, appeals, and packets;
- Developing, maintaining, and organizing membership materials and merchandise;
- Assisting with special events;
- Providing support for development-related activities, including grants;
- Helping prepare press releases and other promotional materials; Liaising with media outlets;
- Assisting ED with application and report submission materials

### Qualifications

- A Bachelor's degree in related fields;
- 1-2 years of related experience;
- Excellent oral and written communication skills;
- Good public presentation skills;
- Proficient with data entry, data exports; analyzing metrics; and preparing reports;
- Attention to detail and ability to organize schedules, tasks and projects;

- Available to work evening hours and/or weekend days as necessary;
- Collegiality, willingness to work as part of a team, and ability to be flexible;
- Interest in/experience in non-profit arts organizations (preferred);
- Proficiency in Spanish (preferred).

### Compensation

\$52K-\$55K with benefits.

### How to Apply

To apply, please send a resume and cover letter to [careers@nomaanyc.org](mailto:careers@nomaanyc.org). Please write "External Relations Coordinator/Membership Manager" in the subject line. No phone calls, please. **Anticipated start date of March 15, 2023.** Position will remain open until filled.

### An Equal Opportunity Employer

It is NoMAA's policy to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, disability, age, marital status, or any other characteristic protected by federal, NY state, or NYC law.

