

**WE ARE NEW YORK'S LAW SCHOOL****Development Associate**

New York Law School (NYLS), an independent law school in the heart of Tribeca, is seeking an organized and detail-oriented Development Associate to assist in the execution of a wide range of development initiatives, donor cultivation and stewardship activities, alumni and community engagement initiatives, special events, and operations. The Development Associate serves as an ambassador to the donor, alumni, and broader NYLS and New York City legal communities, and has interactions with donors, alumni, trustees, partners and other external constituencies, faculty, and staff at all levels.

The Development Associate will be an integral member of the Office of Institutional Advancement and will report to the Associate Dean and Vice President for Institutional Advancement and Chief Development Officer. A highly visible and collaborative role, the Development Associate will work closely with a variety of partners within the Offices of Institutional Advancement (OIA), Marketing and Communications, and across the School. A successful candidate will thrive in a fast-paced and high-performing environment and will be nimble and eager to support colleagues in advancing the mission of the School and Office.

**Responsibilities**

- Produce and send alumni and donor correspondences, including but not limited to acknowledgements, stewardship mailings, congratulation letters, commencement awards, eNewsletters, and Alumni One cards
- Execute a wide variety of administrative tasks to support Advancement operations
- Assist in the day-of management of OIA events
- Implement a communications strategy for the OIA LinkedIn page
- Regularly interface with alumni, students, and other constituents
- Support data integrity initiatives
- Provide executive support for the Associate Dean and Vice President for Institutional Advancement and Chief Development Officer
- Archive important documents and records
- Manage office logistics
- Work with key internal and cross-departmental partners
- Perform other duties as assigned

**Requirements**

- Bachelor's degree with at least two or more years of relevant event and fundraising experience, preferably in an institution of higher education and/or with the legal community
- Proficiency in Microsoft Office and Raiser's Edge or comparable donor database
- Excellent planning, organizational, and time management skills with an ability to prioritize and manage multiple tasks and meet deadlines
- Customer-service oriented professional who is highly responsive to donor, staff, and volunteer needs
- Self-motivated performer with an attention to detail and a high level of productivity

- Sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community
- Superior written and oral communication skills
- Ability to work independently and as part of an office team
- Excellent interpersonal skills and a high level of professionalism with an ability to build and maintain strong relationships with internal partners
- Possibility of flexible hours may include nights and weekends.

## Compensation

The position offers a salary range of \$60,000.00 to \$70,000.00. Compensation includes a competitive benefits package.

## How to Apply

Please submit a cover letter highlighting your qualifications and your interest to join NYLS and résumé to Kitty Montanez, Associate Director of Human Resources, at [jobs@nyls.edu](mailto:jobs@nyls.edu).

### About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

### New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.