



Fundraising Operations Associate

Status: Full-time, Non-exempt

Reports to: Associate Director of Fundraising

The non-profit Foundation, one of the most successful public-private partnerships in the country, is embarking on a new chapter. The Foundation, which partners with the National Park Service, has fundraised and overseen the restoration of Lady Liberty, the creation of the Ellis Island National Museum of Immigration, the establishment of the free 65-million-record Passenger Search database, and the construction of the new Statue of Liberty Museum. With [new leadership](#) following the retirement of its founding CEO, the Foundation seeks to build on its track record of success.

This is a chance to join a highly successful Advancement Team as it grows its efforts into new areas. Working for the Associate Director of Fundraising as part of a small but growing team, the Fundraising Operations Associate will provide key administrative and operational support for the department, assisting the Foundation staff and [illustrious Board](#) in growing and diversifying its fundraising.

Responsibilities

- Administer American Immigrant Wall of Honor
 - Collaborate on marketing materials and approaches for the Wall of Honor inscription program
 - Review orders and correspond with donors
 - Oversee design of panels for installation, including compilation, proofing, and layout. Work with the Foundation's Project Director on installation timetable and communications
 - Maintain accurate database of inscriber names
- Process mail and gifts
 - Manage relationship with mail processing vendor
 - Review campaign mail, create logs, maintain customer databases, and generate reports
 - Manage office mail
 - Partner with Finance to track and input matching gifts, bequests, wire transfers. Process, record, and deposit select gifts.
 - Generate acknowledgment letters
- Other
 - Track and respond to email and phone inquiries, drawing on expertise from throughout the organization
 - Market and fulfill wholesale product orders
 - Order stock and office supplies
 - Assist with events, including the [Statue of Liberty-Ellis Island Awards](#)
 - Assist with writing and editing for donor communications and owned media channels
 - Schedule and organize multi-party meetings and make travel arrangements, as needed
 - Support direct response efforts, including participating in weekly coordination calls

Skills and Qualifications

- Bachelor's degree or equivalent required.
- Advanced skills with Microsoft Office suite. Familiarity with databases and SQL preferred.
- Excellent written and verbal communication skills.
- Excellence at multi-tasking and prioritization and in working both collaboratively and independently.
- Results-driven, collaborative, detail-oriented, positive, and calm under pressure.



- Passionate about the Foundation's mission and the areas of immigration, historic preservation, genealogy, and parks.

Logistics

- This is a full-time position with generous benefits.
- The work hours are generally Monday through Friday, 9am to 5pm, but flexibility is required for occasional evening or weekend hours.
- This position will generally work from the Foundation's offices, though 1-2 days/week of remote work may be possible.
- New hires must be in-compliance with the Foundation's COVID-19 Mandatory Vaccination Policy as of their first day of work. This policy requires employees to have received the COVID-19 vaccination (including boosters, when recommended), unless a reasonable accommodation is approved.

Application process

- Please email one-page cover letter and resume to careers@libertyellisfoundation.org with the job title in the subject line. Each file name should begin with the applicant's last name.
- No phone calls, please.

About The Statue of Liberty-Ellis Island Foundation (www.LibertyEllisFoundation.org)

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the Ellis Island National Museum of Immigration, developed the free 65-million-record Ellis Island Passenger Database, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded over 200 additional projects on the islands. Follow the Foundation @StatueEllisFdn

The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.