



## Fundraising Operations Associate

**Status: Full-time, Non-exempt**

**Reports to: Associate Director of Fundraising**

The non-profit Statue of Liberty-Ellis Island Foundation is one of the most successful public-private partnerships in the country. The Foundation, which partners with the National Park Service, has fundraised and overseen the restoration of Lady Liberty, the creation of the museum on Ellis Island, the establishment of the free 65-million-record Passenger Search database, and the construction of the new Statue of Liberty Museum. Efforts are underway at the Foundation to broaden the stories told at Ellis Island in the National Museum of Immigration.

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**

- Manage customer service for donor relations
  - Serve as front line response to public inquiries
  - Track and respond to email and phone inquiries
  - Initiate the Immigration Record Search for member email requests
- Process mail and gifts
  - Collaborate with caging vendor who receives and processes a majority of mail donations
  - Review campaign mail, create logs, maintain customer databases, and generate reports
  - Manage office mail process
  - Partner with Finance to track and input matching gifts, bequests, wire transfers. Process and record select gifts.
  - Generate acknowledgment letters for donations \$500 to 4,999
- Collaborate with Fundraising Coordinator on Administering the American Immigrant Wall of Honor
  - Collaborate on marketing materials and approaches for the Wall of Honor inscription program, including efforts to broaden its appeal to families with contemporary immigration stories
  - Review orders and correspond with donors
  - Oversee design of donor recognition panels for installation, including compilation, proofing, and layout. Collaborate on installation timetable and communication
  - Maintain accurate database of inscriber names
- Other
  - 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
  - Administrative support for Chief Advancement Officer

### **Skills and Qualifications**

- Bachelor's degree or equivalent required.
- Highly proficient with Microsoft Office suite. Familiarity with databases and SQL preferred.
- Excellent written and verbal communication skills. Bilingual preferred.



- 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.
- This position pays \$22.00-\$27.50/hour for 35 hours/week.
- 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 at 17 Battery Place, 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](mailto: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](http://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 museum on Ellis Island, 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.*