



John Simon Guggenheim Memorial Foundation Data Associate Position Description

Created in 1925 by Senator Simon and Olga Guggenheim in memory of their son John Simon Guggenheim, the John Simon Guggenheim Memorial Foundation offers Fellowships to exceptional artists, writers, scholars, and scientists in pursuit of scholarship in any field of knowledge and creation in any art form under the freest possible conditions. Fellowships are awarded through an annual competition open to citizens and permanent residents of the United States and Canada. Since its establishment, the Foundation has granted nearly \$400 million in Fellowships to over 18,000 artists, scientists, and scholars, among whom are more than 125 Nobel laureates, members of all the national academies, winners of the Pulitzer Prize, Fields Medal, Turing Award, Bancroft Prize, National Book Award, and other internationally recognized honors.

The Foundation is seeking a Data Associate to support the annual Fellowship Competition as well as the Foundation's Finance, Executive, and Advancement areas. Reporting to the Chief Financial Officer with a dotted line to the Vice President, you will provide administrative and technical support for the Competition and other areas of the Foundation's operations. You will also facilitate the Foundation's Information Technology relationship with outside vendors and our ongoing digital transformation.

You will be expected to work primarily on-site in New York City Mondays through Fridays from 9:00 AM to 5:00 PM, with occasional extra hours. You will be paid \$55,000 - \$75,000 annually, commensurate with skills and experience.

Responsibilities & Duties

- Assist the production team with all aspects of the annual Competition
- Keep accurate records of fellows, former fellows, and other individuals associated with the Foundation
- Be the primary liaison for the Foundation's Information Technology partners
- Enter data, maintain the integrity of the Foundation's database(s), and reconcile data
- Assist the Finance department as needed
- Assist the Foundation's President and Executive Assistant as needed
- Assist the Advancement department as needed
- Reception duties as needed
- Other duties as assigned

Necessary Qualifications

- Two or more years of direct experience in data
- Excellent oral and written communication skills
- Ability to maintain the confidentiality of privileged information
- Attention to detail
- Commitment to maintaining confidentiality

Preferred Qualifications

- Interest in the arts, humanities, sciences, social sciences, and/or scholarship
- Familiarity with Filemaker, QuickBooks, and/or Raiser's Edge

To apply, please send a resume to search@gf.org with the subject line Data Associate

The John Simon Guggenheim Memorial Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, pregnancy (including childbirth or related medical conditions), sexual orientation, gender identity or expression, disability, genetic information, military or veteran status, citizenship, or any other characteristic protected by applicable federal, state, or local law.

Applications will be accepted from August 12, 2022 until August 29, 2022.

Candidates who advance to second and third round interviews will be compensated for their time with a small stipend.