EMPLOYMENT OPPORTUNITY

Position Title: Development Associate  
Reports to: Director of Development  
Staff Status: Full-time, non-exempt  

The Development Associate provides departmental support for all Development and Executive activities of the Long Beach Symphony Association. The Associate’s primary responsibilities are:

- Assist Director of Development and Development Manager at donor events and concerts.
- Maintain current and accurate computer records of all donor relationships.
- Generate donor thank you letters, gift acknowledgements, related correspondence, contributed revenue invoice and donor pledge reminder tracking, and solicitation letters.
- Support volunteer fundraising efforts.
- Serve as primary liaison to the Association’s Board of Directors, attending meetings, managing rosters, meeting calendars, and generating meeting minutes.
- Assist Marketing Consultant with symphony social media posts.
- Manage Pops catering and dining discount programs.
- Other duties and projects as assigned.
- Must be able to lift 20 lbs. and stand for extended periods of time.

The ideal Associate has experience working in the non-profit field. The Associate is a collaborative, team-oriented professional who shows initiative and job ownership; has strong interpersonal skills with excellent command of spoken and written English; is timely, thorough, and exercises attention to detail; proficient in the Microsoft Office suite of programs; experienced in working with customer relationship management (CRM) systems ideally Raiser’s Edge; possesses strong social media skills; and thrives in a dynamic, multi-tasking work environment.

Compensation and Benefits: The Development Associate position starts at $20-$22/hour. The Symphony believes in providing work-life balance and offers generous health, dental, vision, and paid-time-off benefits. An employer-matched retirement plan is also offered.

How to Apply: Qualified applicants are invited to email a cover letter and resume to John Cross at jcross@longbeachsymphony.org. No phone calls, please. Long Beach Symphony is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.