



Development Department Administrative Associate

POSITION SUMMARY:

The Development Department Administrative Associate supports the activities of the Vice President of Development and External Affairs and the Associate Vice President of Development, helping to ensure they are organized and operating efficiently. The Administrative Associate role is also generally supportive to all members of the department, helping to ensure the team functions well as a coordinated unit.

KEY DUTIES & RESPONSIBILITIES:

- Provide support to the Vice President of Development and External Affairs and Associate Vice President of Development. Compose/draft letters, answer correspondence, draft inter-office announcements and other items as needed and/or directed.
 - Schedule meetings as needed.
 - Prepare materials for regularly scheduled management meetings and department weekly meeting.
- Maintain a high degree of proficiency and ongoing training with the Tessitura database system and evolve into a “power user” of the system.
 - Regularly update the Vice President of Development’s portfolio plans and action steps.
- Conduct research on prospective and current donors as required.
- Maintain the Development Department calendar.
- Schedule Board committee meetings and social activities as directed, including:
 - Development Committee, Gala Committee, Board Affairs and Board of Counselors
 - Take minutes when required; transcribe and disseminate in a timely fashion.
 - Oversee Conductor’s Dinners; send invitations, make follow up phone calls, and take RSVPs.
- Participate in administrative back-up pool to assist the Office Manager with answering organizational main phone line during breaks, lunch, vacation days and sick days.
- Assist the President’s Executive Assistant as needed for Board meetings, annual meeting and other occasions, as directed.
- Assist Board members and major donors as directed.
- Other related duties as assigned.

QUALIFICATIONS:

- Individual must have a warm and outgoing personality, outstanding telephone etiquette, and the ability to interact comfortably with major donors, Board members and others.
- Must be detail oriented, well-organized and possess a demonstrated ability to prioritize, solve problems with tact and discretion, and have a goal- and results-oriented focus.
- Must be able to maintain a positive attitude and always be a supportive team player willing to provided assistance to others in the department when needed.
- Individual should be able to demonstrate personal initiative, excellent judgment and ability to learn quickly. Maturity and ability to respect confidential information are essential for success in this role.
- Must have the ability to effectively proof-read written materials and make corrections.
- Must be able to work comfortably in a fast-paced environment.
- Must be proficient with Word, PowerPoint, Excel, and Outlook.
- Prior experience with Tessitura and donor research tools such as Wealth Engine, Donorscape and/or iWave will be considered a plus.

REPORTS TO: Vice President of Development and External Affairs; Associate Vice President of Development

STATUS: Full-time hourly, Non-exempt

- Must be available to work overtime for special events, or as otherwise needed.

COMPENSATION: Commensurate with experience

BENEFITS OFFERED: Pacific Symphony offers a complete health benefits package, paid vacation and sick leave, paid holidays, and a 401(k) plan.

APPLY TO: Craig Springer, Associate Vice President of Development
cspringer@pacificsymphony.org

or

Pacific Symphony
Att. Craig Springer – Job Search
17620 Fitch, Suite 100
Irvine, CA 92614

NO PHONE CALLS PLEASE

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Pacific Symphony is an Equal Opportunity Employer

ORGANIZATIONAL BACKGROUND

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. It presents more than 100 concerts annually and serves 250,000 community members each year. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Pacific Amphitheater. Music Director Carl St.Clair is celebrating his 29th season with Pacific Symphony, while Principal Pops Conductor Richard Kaufman is celebrating his 28th season leading the Pops series.

Accomplishments in 2017-18 included a sold-out concert at Carnegie Hall, Orchestra Tour to China and the national airing of our *Ellis Island: The Dream of America Concert* on PBS Great Performances. For 28 consecutive years Pacific Symphony has balanced its budget and has no accumulated debt. It employs a staff of approximately sixty, including fourteen development professionals.

www.pacificsymphony.org