



MODESTO SYMPHONY ORCHESTRA ASSOCIATION

JOB TITLE: Development Associate

REPORTS TO: Director of Development

SUPERVISES: Volunteers and others as assigned by the Director of Development

DATE: September 14, 2021

JOB SUMMARY: The Development Associate is responsible for assisting in and supporting the fundraising goals and objectives of the Modesto Symphony Orchestra Association (MSOA) Development Department.

JOB DUTIES AND RESPONSIBILITIES:

- Manage fundraising database (Tessitura) including processing contributions, generating thank you/acknowledgement letters, running queries, and provide regular reports for the Development Department.
- Plan, coordinate and manage MSOA events including front of house activities at concerts, post-concert receptions, donor recognition events and fundraisers; attend MSOA concerts and events as assigned.
- Coordinate organizational activities and maintain MSOA calendar including Board events.
- Assist with the maintenance of the prospect portfolio for individual giving as directed, including acquisition campaigns, renewal campaigns and necessary follow up.
- Assist with the maintenance of Corporate Sponsor portfolios as directed, including preparing proposals, sponsorship agreement letters, thank you letters, tracking activity, next steps and entering all information in the database.
- Assist in coordinating and managing of mailings and invitations for Development Department including annual fund mailings, special event invitations etc.
- Coordinate renewal of program ads with advertisers of MSOA
- Conduct research, collect and analyze data to prepare reports and documents in connection with grant proposals and other reports.
- Supervise and manage administrative volunteers.
- Perform other duties as assigned.

QUALIFICATIONS:

- Minimum 3 years experience providing support at a high level; minimum 2 years in fundraising desirable.
- Bachelor degree an advantage.
- Flexible and adaptable – able to frequently re-prioritize, evolve techniques and solutions as needed in a fast-paced and dynamic environment.
- Collaborative, articulate, and a strong communicator who can build relationships across the organization and with external partners.

- Superior organizational skills and capability managing details spanning multiple projects simultaneously. Demonstrated grace under pressure.
- Advanced computer skills including proficiency with MS Office, excel; working knowledge of fundraising database software, Tessitura desirable.
- Excellent writing skills and the ability to express oneself clearly and concisely.
- Knowledge of standard office administrative practices and procedures.
- Experience in planning and implementing complex mailings desirable.
- Knowledge and use of social media a plus.
- Dedicated to and passionate about the arts. Knowledge of orchestra music is a plus.
- Sense of humor, creative, and positive, with a can-do attitude are desirable assets.

KEY COMPETENCIES:

- Organizational and planning skills
- Communication skills
- Information gathering and monitoring skills
- Problem analysis and problem solving skills
- Judgment and decision-making ability
- Initiative
- Confidentiality
- Team member
- Attention to detail and accuracy
- Adaptability
- Strong interpersonal skills

To apply, please submit a cover letter and resume to jobs@modestosymphony.org
No phone inquiries, please.

The Modesto Symphony Orchestra Association is an equal opportunity employer and is committed to diversity, equity and inclusion