



*The Sacramento Philharmonic & Opera  
brings the Sacramento community  
together to inspire curiosity and  
transform lives through music*

## **Sacramento Philharmonic & Opera – Development Associate Job Description and Posting**

Position Title: Development Associate  
Reports to: Director of Development

Full Time (40 Hours/week); Hourly, Non-Exempt  
Salary is competitive and commensurate with experience; includes Benefits

As the Sacramento region's professional orchestra and operatic performing arts company, and the most rapidly-growing performing arts organization in the region, the Sacramento Philharmonic & Opera (SP&O) is committed to attaining the highest caliber of music and bringing the Sacramento community together to inspire curiosity and transform lives through music. In the past year, we sold out the majority of our 9 Classics and Pops performances, sold 1,350 subscriptions, raised over \$1.1 million in recurring funds, taught music education to 5,000 elementary school students, and performed pop-up concerts at location such as Sophie's Place at Sutter Hospital, DOCO, and the Boys and Girls Club.

This is an incredibly exciting time of advancement for the SP&O, and data management and stewardship are of principal concerns. Reporting directly to the Director of Development, the Development Associate will therefore assist in all areas of back-end development, data processing, and stewardship.

### **The Development Associate will:**

- Oversee and record all gift entry and acknowledgment, processes, systems, and functions
- Enter all donations received into Raiser's Edge database and file hard copy donation files
- Cross-check and reconcile any differences between Raiser's Edge and Pro Venue Ticketing database, and maintain general data accuracy of donations/ticket purchasing history
- Pull/prepare data lists for broad-base campaigns - Direct Mail, Telefunding, Online Campaigns
- Prepare and send Donation Thank You Letters acknowledging receipt of donors' gifts
- Help administer individual giving donor benefits below \$1,000
- Assist in setting up Donor Lounge, Receptions, and other Stewardship events as necessary
- Assist in reconciling all development activity with the Finance Department
- Other Development-related activities as directed by the Development or Executive Director

### **Qualifications:**

- Possess a keen interest and demonstrated proficiencies for understanding/analyzing data
- Ability to handle confidential data and metrics is a must
- Passionate about the arts, with interest in orchestral/operatic music a plus
- Exceptional communication, organizational, and time-management skills
- Ability to effectively work with cross-departmental members of the organization
- Experience with MS Office and/or databases is a plus (training will be provided)

**Schedule:** Monday – Friday, 9 AM – 5 PM; must be able to work all concert nights

**To apply:** Submit resume and cover letter to [skornberg@sacphilopera.org](mailto:skornberg@sacphilopera.org) with the subject line "Development Associate"