



JOB TITLE: Development Associate
REPORTS TO: Chief Development Officer
CLASSIFICATION: Full-time hourly/non-exempt

JOB SUMMARY

The Development Associate works to maintain the fundraising efforts of a nonprofit symphony orchestra. Duties include the organization of the fundraising office, writing thank you letters, entering and maintaining donor information on company software platforms, supporting donor relationship-building, tracking financial transactions from foundations, corporations and government funders, helping to manage the department's reporting and task calendar, assisting in the planning and execution of special fundraising events, and supporting all tasks associated with annual paper and digital fundraising appeals.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES

- Maintain office files (both hard copy and on company's server), track accounts and support the relationship between fundraising and marketing teams.
- Write thank you letters and assist in relationship-building with individuals and companies.
- Support and actively participate in the operations of all fundraising events.
- Research individuals and companies who might financially support the organization.
- Assist in tracking deadlines and collection of needed materials for foundations, companies and government funders.
- Assist in keeping the annual fundraising plan on schedule.
- Assist in processing yearly donation appeal letters (paper and digital).
- Attend and work all organizational concerts and special events.
- Perform other duties as assigned.

EDUCATION/PROFESSIONAL EXPERIENCE

A successful Development Associate candidate must have a Bachelor's degree from an accredited college or university, or similar educational background, excellent written and oral communication skills and should have some experience working or volunteering for a nonprofit organization. General knowledge of charity fundraising a plus, and experience with planning and executing a special fundraising event is encouraged.

CHARACTERISTICS

Must have great people skills, be outgoing and personable, and have a work style that is flexible, detail- and service-oriented and creative. Candidates need to be able to take the lead on projects, be motivated by a goal, take responsibility for the result, and have the ability to work by yourself or in a team. Candidates from diverse backgrounds are encouraged.

COMPUTER SKILLS

The Development Associate should be proficient in Microsoft Office, Outlook, GoogleMail, and Internet for research. Familiarity with the nonprofit database software PatronManager, iWave, Greater Giving a plus.

ORGANIZATIONAL SKILLS

The Development Associate should have good time- and project-juggling skills, be organized, and have the ability to work on multiple projects at the same time.

OTHER

The Development Associate should be able to work with the Pasadena Symphony and Pasadena POPS on concert days, and special event dates, both of which may occur on evenings and weekends. Candidates should have reliable transportation and be able to travel by car, as necessary. Proof of current auto insurance may be required. All PSA employees are required to provide proof of receiving the COVID vaccine no later than two weeks prior to the start date of employment.

COMPENSATION

The PSA offers a competitive compensation package appropriate for this position.

TO APPLY FOR THIS POSITION:

Email your application materials including your résumé, a cover letter to Scott Vandrick, Chief Development Officer at svandrick@PasadenaSymphony-Pops.org.