



**Job Title: Development and Engagement Associate**

**Position:** Full-Time Hourly, Non-Exempt (overtime may be necessary)

**Salary:** \$15/hour plus 80% coverage of medical, vision, and dental

**Reports To:** Executive Director

**Schedule:** Monday – Friday, 8:30 AM – 5:30 PM; must be able to work all events outside of these hours.

Reporting to the Executive Director, the Development and Engagement Associate will play a key-role in implementing the day-to-day development, marketing, box office, and communications work of the organization. Working with the Executive Director to help synthesize fundraising, communications, and patron preservation plans, the Development and Engagement Associate will ensure effective patron and donor engagement with the organization and make sure that tactical plans in each area are executed effectively.

**Primary Responsibilities:**

*Development:*

- With the oversight of the Executive Director record all gift entry and acknowledgment processes, systems, and functions, including the preparation of thank you notes
- Enter all donations received into Virtuous database and file hard copy donation file
- Cross-check and reconcile any differences between Virtuous Database and Showare reports, and maintain general data accuracy of donations/ticket purchasing history
- Pull/prepare data lists for broad-base campaigns – Direct Mail and Online Campaigns
- Help administer donor benefits
- Assist in setting up Receptions, and other Stewardship events as necessary
- Assist in reconciling all development activity with the Finance Department

*Engagement:*

- Execute a Communications Calendar provided by the Executive Director and provide analysis to ensure each communication strategy is effective and aligned between Marketing and Development

- With the assistance of the Marketing and PR Strategist craft marketing content pieces, including marketing/update emails, designed images and products, and social media
- Work with Virtuous CRM, ensuring that all transactions are entered in properly; and pulling reports to understand how the organization is doing with its revenue generation at requested times.
- Ensure all phone calls and emails to the organization are answered and returned in a timely fashion.
- Execute other Development and Engagement activities as directed by the Executive Director

**To Apply:** Please submit resume and cover letter to [amy@savannahphilharmonic.org](mailto:amy@savannahphilharmonic.org) with the subject line Development and Engagement Associate

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