



Job Description: Development Assistant

The Venice Symphony seeks a positive, organized, and motivated professional to join our successful organization. This position plays an integral role within the department by providing exemplary day-to-day fundraising operations, donor stewardship and communications, and customer service. This position reports to the *Vice President of Philanthropy* and works closely with the *Development Special Events Associate*.

Development Responsibilities:

- Assist in all fundraising efforts.
- Serve as first point of contact for informational phone calls and donor walk-ins.
- Develop working knowledge of donors through recordkeeping, cultivation and stewardship.
- Process contributions promptly. Invoice and process membership renewals and sponsorships.
- Maintain donor lists for benefit tracking, program book recognition and event invitations.
- Other duties as assigned in collaboration with VP of Philanthropy.

Communication Responsibilities:

- Maintain and implement a communication calendar for development department.
- Prepare donor correspondence through direct mail, email, and phone.
- Prepare donation acknowledgment letters within 24 to 48 hours.
- Prepare contribution, pledge or membership letters, sponsorship invoices as needed.
- Assist with other correspondence, requests or projects, as needed.

Administrative Duties:

- Overall maintenance and accuracy of database development records.
- Maintain accurate and up-to-date mailing lists and donor contact information.
- Run scheduled development reports and as requested.
- Track of annual giving; donor and membership levels.
- Maintain hard copy and electronic development files including grants, donor information, community partnerships, reports and other pertinent data.

Attributes:

- Values and respects all people.
- Welcoming, attentive, and responsive patron-centric demeanor in person, on the phone, and in written communications.
- Interested in work and willing to learn.
- A good listener and memory for details.
- Demonstrates passion for the orchestra and a commitment to its mission and goals.
- Ensures the confidentiality of symphony, donor and patron information.

Qualifications:

- Excellent interpersonal skills and fundraising mindset.
- Exceptional attention to detail, verbal and written communication skills.
- Ability to work independently, solve problems, and manage time and projects.
- Ability to work cohesively and with colleagues, volunteers and other stakeholders.

- Strong computer skills including familiarity with cloud-based platforms and customer relationship management database system.
- Availability and willingness to work evenings and to attend Symphony events as required.
- Bachelor's degree preferred. A combination of education and experience will be considered.

Compensation:

- Fulltime Position
- Competitive salary commensurate with experience.
- Salary Range: \$50,000-\$60,000

Application Process:

Interested candidates should submit a resume, cover letter, and three professional references to Holly Anderson, Vice-President of Philanthropy, handerson@thevenicesymphony.org.

The Venice Symphony is an equal opportunity employer.