

## **Job Description: Development Special Events Associate**



The Venice Symphony seeks an enthusiastic and detail-oriented *Development Special Events Associate* to join our dynamic team. This role will oversee the planning, execution, and management of all events and special projects to enhance the Symphony's engagement and fundraising efforts. This position reports to the *Vice President of Philanthropy* and works closely with the *Development Assistant*.

### **Donor Cultivation and Engagement Responsibilities:**

- Create events and opportunities that deepen relationships with donors, sponsors, patrons, and community partners to enhance Symphony visibility and generate support.
- Develop strategies to attract new supporters and engage existing patrons through targeted events and projects.

### **Event Planning, Production and Management Responsibilities:**

- Plan and coordinate all aspects of Symphony events, including receptions, concerts, fundraisers, donor and membership programs and gatherings.
- Collaborate with internal teams and external vendors to ensure seamless execution of events from conception to completion.
- Lead cross-team production meetings and post project and event assessments.
- Manage event budgets, negotiate contracts, secure materials and supplies, recruit and train event volunteers.
- Oversee system to track procurement of tickets and attendance. Handle registrations or RSVPs focusing on collecting accurate attendee contact information. Take lead on in person, phone and written communications regarding events.
- Manage onsite set up, production and clean up, including following-up with vendors, volunteers, donors and staff following each event.

### **Special Projects Development Responsibilities:**

- Lead the development and implementation of special projects, aligned with the Symphony's mission and strategic objectives, aimed at expanding the Symphony's fundraising and engagement efforts.
- Coordinate project timelines, resources, and stakeholders to achieve project goals effectively.

### **Marketing and Promotion Responsibilities:**

- Work closely with the marketing team to develop a marketing plan promoting events and projects through various channels, including social media, website, email campaigns, and traditional media.
- Work closely with the marketing team to create compelling digital and print materials, press releases, and promotional content to maximize audience reach and engagement.

### **Administrative Duties:**

- Maintain accurate records of event finances, attendance, and post-event evaluations.
- Regularly review and report to VPP on project status, updates, budget adherence, and performance metrics.
- Organize tools for gathering feedback that other teams may track in various systems.
- Conduct thoughtful analysis about the effectiveness of events. This may include use of tools such as surveys, intercept interviews, financial and data analysis.

**Attributes:**

- Enjoys planning, executing and attending events.
- Values and respects all people.
- Welcoming, attentive, and responsive patron-centric demeanor in person, on the phone, and in written communications.
- A good listener and memory for details.
- Passion for the arts and commitment to the Symphony's mission.
- Creative thinker with a proactive and problem-solving attitude.
- Ability to work independently and collaboratively in a team environment.

**Qualifications:**

- Excellent interpersonal skills and fundraising mindset.
- Flexibility to work evenings, weekends, and to attend Symphony events as required.
- Proven experience (3+ years) in event planning and project management, preferably in the arts or nonprofit sector. A combination of experience and education may be considered.
- Detailed oriented with strong organizational and project management skills.
- Highly developed time management skills; able to multi-task and meet deadlines.
- Effective troubleshooting and problem-solving skills.
- Able to effectively motivate, train, supervise and appreciate volunteers.
- Proficiency in Microsoft Office Suite.
- Bachelor's degree preferred.

**Compensation:**

- Competitive salary commensurate with experience.
- 30 hours per week (including evening and weekend events)
- 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](mailto:handerson@thevenicesymphony.org).

*The Venice Symphony is an equal opportunity employer.*