

Rogue Valley Symphony Association

Development Associate Job Description

Position Summary

The Development Associate is a central member of the Rogue Valley Symphony administrative team and is responsible for increasing and retaining individual donors with a primary focus on donors giving one thousand dollars or more annually. The primary responsibility of the Development Associate is to oversee all aspects of donor management and gift processing. The Development Associate will assist the Executive Director with all annual fundraising programs and serve as the lead staff in creating, managing and acknowledging yearly sponsorship and donor related items; direct mail appeals; in-person individual and corporate sponsorships; creation of monthly development reports; calendaring of all grant deadlines; and scheduling and staffing of all development events. (S)he assures donor details are captured and gifts are acknowledged in a prompt, timely manner. The Development Associate has responsibility for aiding the Executive Director in major donor cultivation and planning, as well as implementing endowment campaigns. (S)he serves as staff event liaison and supervises all event staff. The Development Associate reports directly to the Executive Director.

Essential Duties & Responsibilities

- Assists the Executive Director (ED) with the preparation and implementation of the annual Development Plan and budget associated with the plan. The Development Associate works closely within the budget, seeking to meet target goals both in revenues and expenditures.
- Assists the ED in planning, designing and executing all annual campaigns; sponsorship campaigns; donor campaigns and recognition events.
- Serves as the primary contact to all corporate donors and sustains ongoing relationships with them.
- Processes all donations.
- Is the first point of contact for donors' questions or concerns.
- Manages a personal portfolio of donors.
- Maintains and analyzes the donor database, providing reports monthly to the ED and Development Committee.
- Lead the planning and coordination for events:
 - Orchestra/Sponsorship September Meet and Greet
 - All post-concert receptions in Ashland and Medford, Sept - April
 - Endowment, Education and Volunteer Recognition events
 - February Season Reveal
 - Any pre-concert lectures or artist meet and greets
 - Conversations with Martin in Grants Pass – 2 per year
 - Other additional events depending on the concert year
- Recruits and manages event volunteers.
- Sets up, works and tears down lobby development displays during concert weekends.
- Supervises catering for all events, recruits and manages volunteers for assistance.
- Provides monthly, unsolicited reports to the Executive Director, reporting revenues received compared to budget.

- Oversees development information on the website and submits periodic updates.
- Attends all Development Committee meetings.
- Ensures accuracy of donor listing in program magazine according to deadlines.
- Works closely with Operations Manager to ensure accuracy in program magazine.
- Serves as back up to the box office and is capable of processing ticket orders and exchanges.
- Performs other duties as assigned.

Position Requirements

- Belief in the organization's mission and experience in arts preferred.
- Bachelor's Degree or equivalent experience AND minimum of 3 years successful/proven experience in development/fundraising, including excellent database skills.
- Excellent communication and interpersonal skills with a demonstrated record of accomplishment in these areas.
- Proficient in Microsoft Office and Google+ (email, calendar, docs), experience in ticketing and donor management software a plus but not required.
- Valid Oregon drivers license for organization's insurance policies.
- Willing to take the Oregon Servers license exam if card not currently held.
- Ability to work evenings and weekends when needed.
- Able to lift and carry up to 30lbs; stand for long hours.

The Rogue Valley Symphony does not discriminate on the basis of race, color, national origin, sex, religion, age over 40, sexual orientation, disability or any other characteristic protected by law.

Full time exempt position; salary based on experience

Health Insurance stipend; Simple IRA, PTO

To apply, please send a cover letter and resume by June 10, 2019 to: office@rvsymphony.org