



**JOB TITLE:** DEVELOPMENT ASSOCIATE

**REPORTS TO:** EXECUTIVE DIRECTOR

**CLASSIFICATION:** FULL-TIME NON-EXEMPT

**JOB SUMMARY:**

The Development Associate is a central member of the Rogue Valley Symphony administrative team, and is responsible for donor acquisition and retention, with a primary focus on donor giving. Under the supervision of the Executive Director, the Development Associate oversees all aspects of donor management and gift processing, including all annual fundraising programs, direct mail appeals, individual and corporate sponsorships, creation of monthly development reports, calendaring of all grant deadlines and scheduling and staffing of all development events.

**JOB DUTIES AND RESPONSIBILITIES**

Overall assists the Executive Director (ED) with preparing and implementing the annual Development Plan and associated budget, seeking to meet target goals both in revenues and expenditures.

More specifically,

- Assists the ED in planning, designing, and executing all annual campaigns, including sponsorship, direct appeals, and recognition events
- Serves as the primary contact to all corporate donors and sustains ongoing relationships with them.
- Processes all donations via the fundraising database, ensuring accurate records are maintained on all donors and 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 timely reports as requested by the ED and Board of Directors
- Leads the planning and coordination for fundraising and development events, including scheduling and staffing volunteers, such as
  - Orchestra/Sponsorship September Meet and Greet
  - All post-concert receptions in Ashland and Medford, Aug - April
  - Endowment, Education, and Volunteer Recognition events
  - Annual Season Reveal
  - Any pre-concert lectures or artist meet and greets
  - Other additional events depending on the concert year
- Sets up, works and tears down lobby development displays during concert weekends. Supervises catering for all events, and recruits and manages volunteers for assistance.
- Provides periodic (at least monthly) reports to the Executive Director, comparing revenues received to budget.

- Oversees development information on the website and submits periodic updates.
- Works closely with Operations Manager to ensure accuracy in program magazine.
- Serves as backup to the box office and can process ticket orders and exchanges.
- Performs other duties as assigned.

## **MINIMUM REQUIREMENTS**

- Demonstrated commitment or belief in the mission of the Rogue Valley Symphony.
- Bachelor's Degree or equivalent.
- Minimum of 3 years of successful experience in the non-profit sector; development/fundraising; including excellent database skills.
- Work experience in the arts, ideally music, preferred.
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office and Google Workspace (Gmail, Calendar, Docs, etc)
- Experience in ticketing and donor management software a plus but not required.
- Oregon Drivers License
- Oregon Servers license exam if card not currently held.
- Availability to work evenings and weekends when needed.
- Able to lift and carry up to 30lbs; stand for long hours.

## **WORK SCHEDULE AND COMPENSATION**

- This position is full-time, 40 hours per week. Some overtime may be required. Work schedule may adjust in relation to concert weekends and events, and is coordinated with the Executive Director. The starting regular rate is \$22.50 per hour. Benefits for full-time staff currently include a \$350 monthly health insurance stipend, sick leave, paid time off and an opportunity to participate in a Simple IRA retirement savings plan with matching contributions by RVS.

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

## **GENERAL INFORMATION**

APPLICATION DEADLINE: June 1, 2024  
 APPLY TO NAME: Joelle Graves, Executive Director  
 APPLY TO EMAIL: [director@rvsymphony.org](mailto:director@rvsymphony.org)  
 APPLICATION PROCEDURE:

Send resume, cover letter (REQUIRED), and list of 3 professional references to:

P. Joelle Graves  
 33 N. First Street  
 Ashland, Oregon 97520  
 (541)708-6402  
[director@rvsymphony.org](mailto:director@rvsymphony.org)

**Must reside in the Rogue Valley of Oregon or be willing to relocate.**