

DEVELOPMENT ASSOCIATE

The Santa Barbara Symphony is experiencing unprecedented momentum and impact, and we are looking for a positive, engaging, results-oriented professional to actively support our Development Team in a wide range of fundraising and donor relations activities. The Development Associate is both an internally and externally focused role and a key member of the team creating a sense of connection with our donors and potential donors.

POSITION SUMMARY

The Development Associate is relied upon to help drive revenue by ensuring donors are accurately acknowledged, receive benefits, and feel connected through accurate record-keeping, correspondence, executing monthly donor receptions, and fulfilling the personal touches created by the Development Manager. The Associate is a key member of the team creating a sense of connection with our existing and potential donors. In an internally and externally-focused role, this full-time position is relied upon for accuracy, consistency and proactive planning.

- Coordinate donor events including the logistics and operations throughout the season; manage inventory of supplies for such events, schedule and supervise volunteers.
- Process donations and ensure the accuracy of gift coding in the Tessitura database
- Coordinate and track donor benefit fulfillment
- Provide support for the front desk and incoming calls during the day
- Support and coordinate a variety of year-round appeal campaigns
- Recruit, train and provide clear communication and instructions to volunteer teams
- Other administrative and operational tasks required to fulfill objectives

Attributes a candidate may find helpful:

- Bachelor's degree preferred, but not required
- Ideal Candidates will have experience working in a non-profit development department.
- Minimum 2 years of development experience, including individual donor & corporate sponsor stewardship.
- Excellent project management and communication skills; experience meeting deadlines
- Strong writing and communication skills, including handwriting, and exceptional attention to detail
- Excellent customer service and interpersonal skills
- Should be proficient at Google Office Suite, Microsoft Word, Excel and PowerPoint, working knowledge of Tessitura donor database (preferred).
- Must be able to lift a minimum of 25lbs.
- Must be available evenings/weekends as scheduled.

Compensation and Benefits:

- \$25 per hour and a generous benefits package that includes
 - Insurances: medical, dental, vision and life

- Eligibility to take part in the 403(b) retirement plan and 3% employer match (subject to board approval annually)
- Paid time off & 12 paid holidays

ABOUT THE SANTA BARBARA SYMPHONY

The [Santa Barbara Symphony](#) The Santa Barbara Symphony is consistently lauded for its unique ability to present brilliant concerts, engage the community, and deliver dynamic music education programs. The organization prizes innovation and artistic excellence and is widely recognized as one of the region's premier cultural institutions. Its award-winning music education programs serve more than 2,000 students each year and it is the only regional program tied to a college and a professional symphony orchestra.

An Equal Opportunity Employer

It is the policy of the Santa Barbara Symphony Association to provide all persons with equal employment opportunities without regard to race, color, religion, sex, sexual orientation, national origin, marital status, disability, age or Veteran status. Candidates of ALAANA (African, Latinx, Asian, Arab, and Native American) communities are encouraged to apply.

To Apply: Please submit your cover letter and resume to Juli Askew, Development Manager at jobs@thesymphony.org

- No phone inquiries, please