

DEVELOPMENT ASSISTANT JOB DESCRIPTION

GENERAL GUIDELINES

Status: Part Time

The Development Assistant reports to the Development Coordinator. He/she is responsible for performing all duties as directed by the Development Coordinator, and assists in planning and executing Orchestra special events with the Marketing & Special Events Director.

DEVELOPMENT

1. Maintain the Orchestra's Access donor database, process gifts, update donor records, and run credit card charges.
2. Help research donor prospects, including businesses, individuals, and foundations.
3. Assist with production of brochures, invitations and other printed materials.
4. Assist with sponsor/donor benefits and acknowledgements, including thank you letters, gifts, receptions, signage, securing sponsor ads.
5. Prepare reports, lists, invoices, contracts, proposals, and statements as requested.
6. Develop and maintain files for Development activities and donors.
7. Make phone calls as needed to schedule meetings, gather information.
8. Attend committee meetings as requested. Send reminders, take notes, provide refreshments, help with set-up and clean-up.
9. Coordinate development mailings by preparing materials, ordering supplies, managing volunteers, completing paperwork and delivering to bulk mail room.
10. Use own vehicle to transport items, including sponsor tickets and corporate banners.

MARKETING & SPECIAL EVENTS

1. Assist Director of Marketing and Special Events with development-related special events (post-concert receptions, donor recognition events, gala, open rehearsals, golf benefits, etc.).