



JOB ANNOUNCEMENT: Development Assistant

Job Title: Development Assistant
Department: Development
Reports to: Vice President of Development
FLSA Status: Full-time, Exempt

SUMMARY

The Development Assistant supports the Symphony's Vice President of Development and the Development Department with office and scheduling assistance, volunteer supervision, gift processing, event support, and other activities as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Office and Scheduling Assistance:

- Assist the Vice President of Development with appointment scheduling, mailings, and other communications
- Assist with donor mailings
- Assist with donor benefit fulfillment duties
- Perform other office duties as assigned, such as filing, copying, organizing, etc.

Volunteer Supervision:

- Schedule volunteers for the performance hospitality suite
- Oversee hospitality suite management including set-up, take-down, and staffing
- Assist the Vice President of Development with coordinating Auxiliary volunteers and activities
- Recruit and manage volunteers for other Development department activities
- Assist the Vice President of Development in recruiting and managing interns

Data Entry and Processing:

- Process donations as assigned, including gift entry, acknowledgement generation, and mailing
- Monitor and update various donor constituencies
- Perform other data processing duties as assigned

Event Support:

- Assist with event mailings
- Maintain accurate lists of responses to invitations with follow up as required
- Phone or email event updates, as assigned
- Help staff events onsite or at other locations, as needed

SUPERVISORY RESPONSIBILITIES

This position supervises non-Auxiliary member volunteers.

QUALIFICATIONS

Education and/or experience: Bachelors degree preferred. Minimum of two years' experience in office setting, including experience in data entry. Volunteer management experience also preferred. Familiarity with Microsoft Office Suite (especially Outlook, Word, and Excel) preferred. Strong interpersonal, time-management, and organizational skills desired.

Development Assistant

Language Skills: Strong written and oral communication skills.

Physical Demands: Position requires the ability to sit at a desk and operate a computer for prolonged periods. Some lifting required. Some evenings and weekends required.

TO APPLY

Please send cover letter and résumé to:

Alex Shapiro
Vice President of Development
ashapiro@kcsymphony.org.

The Kansas City Symphony is an equal opportunity employer and is committed to creating and supporting a diverse staff.

