



## **JOB ANNOUNCEMENT: Philanthropy Associate**

Job Title: Philanthropy Associate  
Department: Philanthropy  
Reports to: Vice President of Philanthropy  
Salary range: \$34,000 - \$36,000  
FLSA Status: Full-time, Exempt

### DESCRIPTION

The Kansas City Symphony seeks a motivated person to join its growing team. We offer a competitive salary and generous benefits, along with the opportunity to experience and contribute to exciting programming and a brilliant cultural scene.

- Are you an energetic person who thrives in a vibrant, fast-paced workplace?
- Do you want a great job that will lay the groundwork for an exciting career in arts management, fundraising, or marketing?
- Are you an organized individual who prides yourself on being accurate, detail-oriented, and working well with others?

If that's all true, then you might be just the right person for the Philanthropy Associate job at the Symphony! And bonus if you love all types of music: from disco to Broadway to classical.

This position supports the Symphony's Vice President of Philanthropy and the Philanthropy Department with office and scheduling assistance, volunteer supervision, gift processing, event support, and other activities.

### DUTIES AND RESPONSIBILITIES

- Assist the Vice President of Philanthropy with appointment scheduling, mailings, and other communications
- Assist with donor communications
- Assist with donor benefit fulfillment duties
- Assist with coordinating Auxiliary volunteers and activities, including monthly Auxiliary Council meetings
- Recruit and supervise volunteers for other Philanthropy department activities, including the concert hospitality suite, fundraising events, office projects, etc.
- Assist the Vice President in recruiting and managing interns
- Process donations to events, including gift entry and thank you letters
- Monitor and update various donor constituencies
- Maintain accurate lists of responses to invitations with follow up as required
- Help staff events onsite or at other locations
- Perform other office duties such as filing, copying, organizing, etc.

### QUALIFICATIONS

- Education and/or experience: Bachelor's degree and office experience preferred, including experience in data entry. Volunteer management experience also preferred. Familiarity with

## Philanthropy Associate

Microsoft Office Suite (especially Outlook, Word, and Excel) preferred. Strong interpersonal, time-management, and organizational skills desired.

- 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.
- Vaccination: Covid-19 vaccination is required.

The Kansas City Symphony is an equal opportunity employer.

Please send letters of interest and resumes to:

Alex Shapiro  
ashapiro@kcsymphony.org

Alex Shapiro  
Vice President of Philanthropy  
Kansas City Symphony  
1644 Wyandotte St  
Kansas City MO 64108

No phone calls, please.

