



Donor Engagement & Events Associate

SUMMARY

The Donor Engagement & Events Associate is responsible for nurturing relationships with donors and volunteers through cultivation and stewardship events, while providing administrative support for the Chief Development Officer and development team.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following:*

Event Planning & Coordination

- Plan and coordinate an annual calendar of events that complement and achieve fundraiser and donor engagement goals, while building member loyalty and retention;
- Event duties include, but are not limited to, event planning while following budget needs, engaging vendors, obtaining permits, guest list management, and day of event management;
- Enthusiastically engage with donors and guests at special events, effectively supporting Development and Auxiliary needs. This includes managing requests for Symphony musicians and other KCS related requests.
- Manage requests for Symphony musicians at events and coordinate schedules;
- Assist development staff on donor engagement programs and events;
- Attend selected concerts and special events on evenings and weekends;
- Maintain lists of responses to invitations with follow up as required
- Coordinate needs for the donor hospitality suite at Symphony concerts as scheduled, using sound judgment in coordinating volunteers, making decisions with Kauffman Center and catering staff, and handling donor requests

Donor and Volunteer Engagement

- Volunteer recruitment, cultivation and stewardship
- Periodic evaluation of volunteers and maintaining volunteer information
- Coordination of tasks for volunteer needs through the organization
- Recruit interns and manage requests for their assistance, including the concert hospitality suite, fundraising events, office projects.
- Assist with donor benefit fulfillment duties in support of individual giving
- Assist in the portfolio management of assigned donors and prospects, helping the development staff to cultivate, solicit, and steward their support;
- Contribute to an ambitious organizational goal of expanding unrestricted fundraising from donors within the next three years;
- Assist in collaboration with the Box Office team to enhance major donor relationships through VIP ticketing services alongside the Chief Development Officer;
- Enter donations, generate reports, and contribute to maintaining the donor database;
- Interact with donor inquiries and generate thank you notes for donor stewardship;

Administrative

- Assist the Development team in project management and implementation
- Assist with data entry and thank you letters in maintaining data accuracy in the donor database
- Help staff events onsite or at other locations
- Perform other duties as assigned

QUALIFICATIONS:

- Excellent written and oral communication skills required.
- Familiarity with and/or interest in symphonic music is preferred but not required.
- Excellent interpersonal, time-management, and organizational skills and attention to detail.
- Must be a highly motivated, creative problem solver, with a commitment to achieving goals
- Ability to thrive within a small, non-profit environment.
- Ability to operate a computer for prolonged periods, lift moderately heavy items, drive, and climb stairs.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent work experience, plus one or more years in event management.
- Experience with a donor customer relationship management system (CRM) is required.
- Experience with Tessitura a plus.
- Proficient with standard PC software, including MS Word, Excel, internet applications and email.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current, valid driver's license

WORK ENVIRONMENT

Position is located in an office. It is sometimes necessary to attend meetings at the Kauffman Center for the Performing Arts or other off-site locations.

In addition to regular office hours (Monday-Friday, 9 a.m.- 5 p.m.), frequent weekend and evening work is required.

The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.

APPLICATION PROCESS

Interested candidates should submit a resume and cover letter addressed to Eva James Toia, Chief Development Officer, at etoia@kcsymphony.org.