

**JOB TITLE:** Development Associate **DEPARTMENT**: Development

**REPORTS TO:** Chief Development Officer **FLSA STATUS:** Full-timehourly/non-exempt

**LOCATION:** Pasadena, California **HOURLY RATE** $24 per hour

Pasadena Symphony and POPS is a rewarding, creative workplace enriching lives through music for all in Southern California. Our mission is to provide musical concerts of the highest quality, ranging from orchestral performances to world-renowned artists in recital, and to provide the broadest access to youth education programs and the performing arts through community engagement and digital innovation.

**SNAPSHOT OF THE POSITION**

The Development Associate works to maintain the fundraising efforts of the Pasadena Symphony and POPS. This important role coordinates all administrative functions of a mid-sized arts organization. To apply for this position, you must have: prior nonprofit experience, be detail-oriented, have the ability to multi-task, and understand the basics of nonprofit fundraising including (but not limited to) event management, institutional and individual donor campaigns.

**DUTIES OF THE JOB**

The Development Associate’s duties include the organization of the Development Department operations, files and supplies, entering and maintaining donations and donor information on PSA’s CRM software (PatronManager), track and maintain donation transactions from foundations, corporations and government funders, helping to manage the department’s reporting and task calendar, assist in the planning and execution of special fundraising and friend-raising events, and supporting all tasks associated with the annual development plan including but not limited to digital and direct mail appeals.

**SPECIFIC RESPONSIBILITIES**

* Ensure office files (hard copy and digital) are current and accurate, maintain accurate record keeping and collaborate between PSA departments on shared project.
* Issue weekly donor acknowledgement letters and assist in relationship building with individuals and companies.
* Produce donation reports from PatronManager to assist the Chief Development Manager and Chief Executive Director in donor cultivations efforts.
* Support and participate in the operations of all fundraising and friend-raising events.
* Research individuals and institutions who might financially support the organization.
* Maintain the development calendar for all PSA events, tracking deadlines and collection of needed materials for foundations, companies and government funders.
* Assist in processing yearly donation appeal letters (paper and digital).
* Attend and work all organizational concerts and events.
* Perform other duties as assigned.

**EDUCATION/PROFESSIONAL EXPERIENCE**

A successful Development Associate candidate must have a Bachelor’s degree from an accredited college or university, or similar educational background, and excellent written and oral communication skills. Prior experience working for a nonprofit organization in any of the areas of development, marketing or box office. Direct prior experience of special fundraising events planning and execution is a plus.

**CANDIDATE CHARACTERISTICS**

Must have great people skills, be outgoing and personable, and have a work style that is flexible, detail- and service-oriented and creative. Candidates need to be able to take the lead on projects, be motivated by a goal, take responsibility for the result, and have the ability to work by yourself or in a team. Candidates from diverse backgrounds are encouraged to apply.

**COMPUTER SKILLS**

The Development Associate should be proficient in Microsoft Office (excel, word and PowerPoint), Outlook, GoogleMail, and Internet for research. Familiarity with the nonprofit database software PatronManager, iWave, Greater Giving Event Management is a plus.

**ORGANIZATIONAL SKILLS**

The Development Associate should have a hospitality driven approach to donor relations, adhere to deadlines, be organized, and have the ability to work on multiple projects at the same time while keeping priorities clear.

**OTHER POINTS OF THE POSITION**

The Development Associate should be able to work with the Pasadena Symphony and Pasadena POPS on concert days, and special event dates, both of which may occur on evenings and weekends. Candidates should have reliable transportation and be able to travel by car, as necessary. Proof of current auto insurance may be required. All PSA employees are required to provide proof of receiving the 2-doses of the COVID vaccine as well as a booster shot no later than two weeks prior to the start date of employment.

**COMPENSATION**

Full-timehourly/non-exempt **–** $24 per hour

**HOW TO APPLY FOR THIS POSITION**

Email your application materials including a cover letter and résumé to Scott Vandrick, Chief Development Officer at [**svandrick@PasadenaSymphony-Pops.org**](mailto:svandrick@PasadenaSymphony-Pops.org). Application window is open through January 15, 2023 or until filled.