



Position Description

Title: Development Officer

Details: Full-time, 40hrs/week, salaried, exempt, hybrid remote/onsite position with 14 holidays, 10 vacation days, flexible working environment, and competitive benefits; occasional weekend/evening work required as needed for concerts and special events; must be able to lift 40 lbs.; salary range \$45,000-\$50,000, contingent upon experience.

Reports to: Executive Director

Responsibilities

- **Gift Processing and Donor Records (40%)**
 - Writes and processes all donor solicitations, renewals, and acknowledgements.
 - Ensures that donations receive timely recognition in accordance with IRS guidelines
 - Manages, monitors, and maintains Tessitura CRM Database, including contribution entries and report generation
 - Work with Patron Services Associate to continually update and correct constituent records, as necessary, and through Data Update requests from The Lensic Consortium group
 - Maintains comprehensive contributor lists for annual Program Book and event catalogs
 - Prepares detailed giving reports to Board and Staff members on a weekly/monthly basis
- **Donor Stewardship (20%)**
 - Create development letters, emails, thank-you notes, brochure and website copy
 - Ensures benefit fulfillment at all giving levels; serves as first point of contact for donors
 - Creates direct mail and email fundraising campaigns focused on donor retention, acquisition of new donors, re-engagement of lapsed donors, and increasing engagement with current donors
 - Manages two annual appeal cycles, ensuring staff have necessary content to meet deadlines
- **Special Events (30%)**
 - Plans and executes The Symphony's varied donor and special events, with direction from Executive Director and support from colleagues and the Events Subcommittee
 - Manages all special event vendor contracts, ticket orders, and sponsor benefits
 - Solicits for and organizes silent and live auctions with the help of the Board and staff
 - Works with Creative Director to develop event collateral
 - Manages volunteer assignments for two galas per year
- **Committee Support (10%)**
 - Prepares giving reports, minutes, and agendas for monthly Development Committee meetings and biweekly Events Subcommittee meetings.
 - Supplies Board members with fundraising materials, donor information as requested
- Performs related duties as required

Qualifications

- A bachelor's degree or 3 years of relevant experience required
- Prior experience in an administrative role strongly preferred
- Exceptional comfort with technology, including fluency in Microsoft Office, Google Suite, and CRM databases with the ability to learn and apply new software skills; knowledge of Tessitura and proficiency in Excel a bonus
- Exceptional attention to detail and written/verbal communication skills
- Ability to problem-solve and adapt to changing circumstances and priorities
- Ability to meet deadlines in an efficient manner
- Ability to maintain a positive, professional attitude

Interested candidates should submit a cover letter and resume to employment@santafesymphony.org