



the phoenix symphony

Position: Development Assistant
Department: Development
Classification: Exempt
Reports to: Chief Development Officer

Summary:

The Development Assistant has the responsibility for most general department support functions. This position is responsible for database and database maintenance, reporting requirements, , gift acknowledgements and support of meetings and events. This position reports to the Chief Development Officer and collaborates with all development staff

Responsibilities:

Gift Processing, Acknowledgements & Filing

- Input of all gifts into Tessitura on an accurate and timely basis, referencing the date on the check
- Enter lock box into system to reflect the day it is received and notify finance the same day
- Generate all Gift Acknowledgement letters within 48 hours of gift receipt and ensure accuracy of information
- File copies of acknowledgement letters on the day they are generated and sent
- Create and maintain documentation for Government, Corporate and Foundations prospects and donors on the Devo drive

Database/Database maintenance

- Maintain donor and patron database, with primary focus upon ensuring that correct and current contact, contribution history, biographical, demographic and statistical information is accurately maintained for individuals, corporations, foundations, organizations and targeted constituent groups
- Responsible for data integrity to include (but not limited to):
 - Identifying and tracking duplicate records for manual de-duplication on a daily basis
 - Enter secondary contact information addresses, secondary household names, email addresses, phone numbers, etc.
 - Ensure “membership” levels accurately reflect the cumulative giving of each respective donor
 - Maintain donor suppression list by accurately tracking Do Not Mail, Do Not Call and Do Not Email notifications
 - Maintain change of address records for all accounts
 - Scan important documents into Tessitura and save them to Development drive such as donor correspondence, pledges, transmittal letters and other gift related items

Reporting

- Prepare lists and reports from Tessitura, with emphasis on automation whenever possible, as requested

- Maintain familiarity with data content as it relates to Development
- Work with Finance on weekly reconciliation and related reports
- Pull batch reports for finance on a timely basis

Grant Tracking

Meetings and Events

- Assists in Season Concert Duty which will require working on week nights and weekends at concerts and development events during the 38-week season as part of our on-going donor stewardship efforts

Other Duties

- Collect mail and distribute it to appropriate staff members
- Manage inventory of department collateral materials
- All other duties as assigned

Job Requirements:

- Bachelor's degree and 1-2 years' experience preferred
- Ability to be flexible, creative, have attention to detail, meet with public, good communication skills
- Able to work in fast pace, changing environment
- Experience with Tessitura preferred but not required

Interested persons should email resume, letter of interest and salary requirements to: tpscareers@phoenixsymphony.org.

The Phoenix Symphony is an Equal Opportunity Employer.