

Peoria Symphony Orchestra

Development Assistant

Part-time

Reports to: Director of Development and Patron Engagement

The Development Assistant supports the activities of fundraising and patron engagement efforts and provides general administrative support to the development department.

Tasks may include, but are not limited to the following:

Annual Fund/Donor Relations

- Entry of gifts including pledges, matching gifts and sponsorships
- Work with the Development Director to establish procedures for acknowledgement and tracking of all gifts, donations and ticket donations
- Assist in timely acknowledgement of contributions and donations
- Assist with Donor Cultivation efforts and events
- Assist with execution of solicitations and mailings
- Assist in research of current and prospective donors, create and maintain donor profiles, reports, and documentation.

Sponsorship and Fundraising Events

- Provide key support for fundraising events including preparation of materials, event planning and coordination, solicitation of raffle prizes and auction items, and onsite event logistics
- Assist with acknowledgement of sponsorship and donations
- Assist in creation of concert or event sponsorship materials
- Assist with receiving sponsor information and fulfilling sponsorship benefits for concerts and events

Grant writing

- Assist with research and writing of grants, maintenance of files, tracking and monitoring deadlines and preparation of reporting

Administrative Support

- Assist with accurate donor database management including gift entry, pledge tracking and maintenance and cleaning of contact information as needed
- Provide reliable and accurate administrative support including mail merges, labels, running reports, data analysis, and list production
- Create, print, track, and mail concert ticket certificates for fundraising event requests
- Work with Peoria Symphony Guild of volunteers to assist with events and office needs
- Assist with Box office in office and at concerts

Provides support at evening and weekend events and concerts as assigned

Requirements

Computer skills – including Word, Excel.

To apply send letter and resume to employment@peoriasymphony.org by November 15, 2021.

10/21