



Development Associate

ABOUT

Founded in 1928, the Tucson Symphony Orchestra (TSO) is the first professional symphony in the southwest and the longest, continuously performing arts organization in Arizona. The TSO's mission is to engage, educate and transform diverse audiences throughout Southern Arizona with live musical experiences of the highest quality. Under the inspired leadership of music director, José Luis Gomez, the TSO has seen an artistic resurgence with performances of imaginative repertoire including by Latin-American composers and performers. Strategically, the TSO is committed to engaging the rapidly growing Hispanic population of Tucson and Pima County, currently over 40%. The TSO is also nationally renowned for its educational offerings, which engage 35,000 annually through six unique programs, including the award-winning Young Composers Project in its 30th year.

THE OPPORTUNITY

The Development Associate joins a dynamic fundraising team at an exciting time, with access to positive mentors and opportunity to grow. This key position plays a lead role in tracking and stewarding gifts from more than 1,500 donors annually, by providing tactical and administrative support to ensure that the department fulfills all commitments to its donors, including but not limited to database management, customer service, reporting, research, benefit fulfillment and coordinating special events.

RESPONSIBILITIES

- Manages all aspects of the TSO's Customer Relationship Management (CRM) donor software
- Accurately and efficiently enters all gifts on a daily basis and processes monthly and quarterly pledge payments
- Processes all donor acknowledgement letters in a timely manner, including annual statements for sustaining members
- Responds to donor requests with concierge-style service
- Undertakes stewardship activities, including recruiting board members and musicians to participate in the thank you process, tracks key stakeholder birthdays, etc.
- Runs weekly gift and campaign status reports
- Pulls customized lists for mail / e-mail campaigns, special event invitations, etc.
- Maintains accurate donor lists for concert program books, annual reports, and the TSO website
- Provides donor history/background profiles to the CEO, VP | Philanthropy, and other members of the Development team

- Fulfills in-house campaign mailings with the help of volunteers
- Prepares and sends electronic fundraising appeals
- Supports VP | Philanthropy with board relations, including note-taking at monthly Development Committee meetings
- Serves as liaison to the fundraising efforts of the Tucson Symphony Orchestra League and Cotillion
- Manages the preparation and production of special events including donor lounge, invited dress rehearsals, Parties of Note, and Primo, the TSO's signature annual fundraising event
- Oversees event vendor relations
- Accurately tracks event RSVPs
- Works at special events and coordinates volunteers to assist with set-up, execution, and tear-down

QUALIFICATIONS, SKILLS AND ATTRIBUTES

- Bachelor's Degree or commensurate work experience
- Two years prior experience in a fundraising or sales related position a plus
- Strong computer skills including Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Demonstrated success managing a database
- Strong oral and written communications skills
- Attention to detail and excellent planning and organizational skills, including the ability to manage multiple projects simultaneously
- Team-oriented work style, including ability to work with community volunteers
- Commitment to outstanding customer service
- Passion for the arts and/or prior experience working in a professional non-profit arts environment is a plus
- Valid Driver's License

POSITION DETAILS

Title: Development Associate
 Reports to: Director of Philanthropy
 Hours: 40 hours/week, with evening and weekend duty during the season
 Compensation: Salary Range of \$35,000-\$40,000 annually, subject to qualifications and experience
 Benefits: Comprehensive benefits

AN EQUAL OPPORTUNITY EMPLOYER

Tucson Symphony Orchestra is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected

by applicable federal, state or local laws and ordinances. Tucson Symphony Orchestra's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities, programs, and general treatment during employment.

INCLUSION

Our patrons and audiences come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm for the performing arts, you will find a home at TSO.

COVID-19 RESPONSE

Throughout the COVID-19 crisis, the TSO has been a safe refuge. The TSO follows the guidelines set by the Centers for Disease Control and the Pima County Health Department. Candidates must be fully vaccinated against COVID-19.

BACKGROUND CHECKS

Prior to submitting your application package for this position, please review it carefully for accuracy. TSO does verify academic credentials for its candidates, and frequently conducts background checks including work history before finalizing an offer.

TO APPLY

Please send cover letter and professional resume with three references to:
applications@tucsonsymphony.org
or Development Associate, TSO, 2175 N. Sixth Avenue, Tucson, AZ 85705