



Harrisburg Symphony Orchestra

STUART MALINA, *Music Director*

Job Title: Assistant Director of Development
Status: Full-Time Exempt
Reports to: Director of Development
Updated: August 2019

The Assistant Director of Development takes a leadership role in developing lasting philanthropic relationships with HSO patrons and the business community with a specific focus on growing individual contributions and corporate sponsorships. This position is also responsible for the day-to-day administrative operations of the Development office as listed below. The Assistant Director will establish best practices for recording and acknowledging all revenue from donations and sponsorships and will provide reports as requested by the Director. The position requires thorough knowledge of customer relationship management (CRM) programs and real-life experience in sales and/or customer service.

This position performs all data entry and some administrative support for the HSO's fundraising initiatives, including annual fund, corporate sponsorships, capital campaigns, and special events. S/he interacts with all HSO constituencies (Board Members, staff, volunteers, donors, musicians, audience members, etc.) and must therefore possess strong interpersonal and writing skills, initiative, and the ability to handle multiple tasks simultaneously. This position also requires the exercise of discretion, independent judgement, a respect for confidentiality, and an understanding of basic fundraising concepts.

Duties and Responsibilities:

1. Work with the Director of Development, s/he will manage annual fund solicitations – via regular mail, email, website and other platforms – in accordance with the HSO's Development plan.
2. Work with the Director to will assist in the development and implementation of a corporate sponsorship program, research and identify potential corporate sponsors, prepare proposals and identify matches between HSO programs and sponsor interests and schedule corporate sponsorship meetings and attend with the Director, whenever possible.
3. Cultivate individual patron and business relationships and solicit contributions when appropriate.

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4. Enter all contributions and donor related information into the HSO database and promptly acknowledge all contributions and pledges by generating thank you letters on a daily basis, or as necessary.
5. Execute the delivery of benefits, in conjunction with the Director, to sponsors such as advertising placement in concert program books, concert tickets, coordination of receptions, and/or other events.
6. Maintain accurate donor listings for publication in the HSO concert program book and meet deadlines as established by the Director of Marketing.
7. Assist in the preparation of accurate and timely reports as needed.
8. Support, attend, and take minutes at meetings of the HSO's Development Committee and other fundraising committees.
9. Attend HSO events and performances and assist in the coordination of patron receptions and special events as needed, which includes some nights and weekends throughout the year.
10. Help with the execution of any annual Donor Receptions.
11. Assist other departments in the office with tasks as needed.
12. Perform other duties as assigned by the Director of Development.

Professional Qualifications

- High degree of interpersonal skills to be used in dealing with and linking the various constituencies of the Harrisburg Symphony Orchestra.
- Bachelor's Degree preferred or a minimum of five years of experience in fundraising.
- Background in writing grants.
- Knowledge of the Pennsylvania Educational Improvement Tax Credit program.
- Advanced level knowledge of Microsoft Office 365 Suite.
- Superior written and oral communication skills, ability to write and speak in clear and compelling ways to articulate the HSO's mission and values.

Personal Characteristics

- Strong organizational skills.
- Ability to see projects to completion.
- A positive attitude and the interpersonal skills to work with staff and donors at all levels.
- Honest, accountable, maintains confidentiality.
- Demonstrated track record of meeting deadlines, establishing appropriate priorities and completing work in a timely manner.
- Self-motivated.

Apply with cover letter, resume, and salary requirements. Submit applications to Cheri Comasco, Director of Development at ccomasco@harrisburgsymphony.org