The Development Associate is responsible for administrative support of the New Haven Symphony Orchestra’s comprehensive year-round fundraising program. The Associate reports to the Development Director, assisting in the Development Department’s fundraising campaigns, networking activities, data-entry, and design of flyers (basic graphic design training provided). General administrative duties may include assisting the CEO with specific projects and coordinating with the Board of Directors. The successful candidate must possess a professional demeanor, excellent time management skills, and an efficient, resourceful work ethic. Desired personal characteristics and general attributes include: organized, detail-oriented, collaborative, and positive. Familiarity with donor software a plus. The NHSO is an Equal Opportunity Employer and strongly encourages diverse or non-traditional candidates to apply. Facility in a second language given strong consideration.

Duties and Responsibilities:

- Supports Development department by providing administrative support for fundraising activities including annual fund, sponsorships, special events, in-kind donations, and special projects
- Shares responsibility for overseeing donor database, reporting, and analysis, including gift/income entry, financial reporting, and targeted mail/email lists
- Works with Finance Department to ensure accurate reporting of unearned and earned revenue
- Liaise with the Marketing Department to coordinate Development efforts
- Participates in the design and implementation of special events and activities
- Manages company-wide calendar of development events
- Coordinates scheduling for meetings of the Board and its sub-committees
- Acts as assistant to the CEO, managing scheduling and correspondence as needed
- Provides necessary materials for Board and Executive meetings.
- Works NHSO concerts and events (some evenings and weekends required)
- Other duties as assigned

Requirements and Qualifications:

- Bachelor’s Degree required; 1-3 years of administrative experience preferred
- Experience with donor software preferred
- Superb communication skills, both written and oral.
- Exceptional organizational skills
- Enthusiasm for working collaboratively with a dedicated team

Send a resume, references, and letter of interest to Giving@NewHavenSymphony.org.