

# FORT WAYNE PHILHARMONIC

Andrew Constantine, Music Director

## **Development Operations Associate- Full Time/Exempt**

### **General Summary**

In support of the overall Development team, the Development Operations Associate is responsible for managing and planning all Philharmonic special events and maintaining and growing the Philharmonic's robust support from corporate sponsorships. This position is a key member of the development team and provides department administrative assistance for all fundraising initiatives.

### **Principal Duties and Responsibilities:**

- Manage and execute all Philharmonic fundraising and cultivation events
- Maintain, cultivate and grow the Philharmonic's corporate sponsorship partners
- Regularly manage updates to database and mailing lists to ensure all contacts are properly moved through development process and coded appropriately.
- Research potential prospects and add information to constituent database, e.g. meeting notes
- Manage gift acknowledgement process and produce donor letters on a weekly basis.
- Work closely with the Finance department on incoming gift processes and budgets.
- Assist with questions regarding donor accounts and draft receipt acknowledgments when needed
- Process donor gifts and file documentation appropriately.
- Assist with donor stewardship efforts, including sending cards and flower arrangements.
- Prepare and send pledge reminders quarterly.
- Compile and create trackers/folders and marketing materials for Development prospect meetings.
- Coordinate, attend and draft minutes and other documents for Development Committee meetings.
- Assist the Development department with the following duties: scheduling meetings, calendar and contacts maintenance, meeting preparation and follow-up, among additional responsibilities.
- Write, proofread, edit and send correspondence, including but not limited to: Fund agreements, addendums, donor letters and gift proposals.
- Process check requests for department expenses.
- Meet and greet visitors for department meetings.
- Provide backup coverage for patron service needs.
- Serve as Patron Services representative at concerts.
- Through duties listed above provide excellent internal and external customer service with the ongoing goal of building relationships with all those served by the Philharmonic.

- Other duties as assigned.
- The Philharmonic is creating a fast paced, "can do" and collaborative work culture where internal customer service and courtesy toward one's colleagues are as valued as interactions with external constituents. The ideal candidate will embrace the concept of "other duties as assigned" with enthusiasm to focus on the needs of the team, help fill in gaps, and become an indispensable colleague who will do whatever is necessary to get the job done and done well.

### **Reporting Relationships**

- Reports to the Assistant Managing Director
- Works closely with members of the Marketing, Education and Finance teams.

### **Knowledge, Skills and Experience Required**

- Bachelor's degree or equivalent experience.
- Experience in fundraising, arts administration or related field.
- Working knowledge of Tessitura or similar donor database.
- Understanding and appreciation of music.
- Experience in spreadsheet applications and word processing.
- Strong attention to detail, organizational skills and ability to work on multiple projects simultaneously.
- Excellent written and verbal skills.
- Team player.

### **Compensation:**

Commensurate with experience.

### **Fort Wayne Philharmonic:**

Now in its 77th season, the Fort Wayne Philharmonic is one of the most exciting performing arts organizations in Indiana. The Philharmonic's mission is to inspire and foster a lifelong love of classical music through performance and education. Led by Music Director Andrew Constantine, the Philharmonic performances reach more than 200,000 people every season at the majestic Embassy Theatre, the Auer Concert Hall, and at various venues throughout the community, including schools, nursing homes, community centers, and churches. The Fort Wayne Philharmonic is truly an orchestra of the future, with bold plans to reach deeply into the fabric of the community with exciting, entertaining and meaningful offerings. The Philharmonic reaches more than 39,000 young people and families through its extensive education and community engagement programs, including Ensembles in the Schools, Young People's Concerts, and Club Orchestra - a novel El Sistema modeled collaborative program with 3 Fort Wayne Community Schools - inspiring and motivating young citizens of the future. Regional touring, donor cultivation, and board activities round out a busy performance schedule for the orchestra.

### **Application Deadline:**

Open until filled

**Application Procedure:**

Send cover letter and resume to:

Brittany Hall

Assistant Managing Director

4901 Fuller Drive, Fort Wayne, IN 46835.

[bhall@fwphil.org](mailto:bhall@fwphil.org)

No phone inquiries, please.