



Job Status: Full-Time, Exempt

Position Title: Development Associate

Objective of the Position: Responsible for organizing and executing fundraising efforts for the Seattle Youth Symphony orchestra.

Supervisor: Director of Development and External Relations

About the SYSO & the Position:

Founded in 1942, **Seattle Youth Symphony Orchestra (SYSO)** is the largest youth orchestra training program in the United States. The organization serves over 1,893 diverse students each year with five orchestras, two summer festival programs, and extensive partnerships with local public schools. By awarding over \$200,000 in financial aid annually, SYSO ensures that every talented student can participate in our programs, regardless of financial resources.

We are currently looking for a full-time Development Associate to help further our mission to reduce and eliminate barriers to high-quality music education. The Development Associate is responsible for developing and managing events and programs that will help build community and raise needed funds to expand and support SYSO. If you are passionate about educating youth and the performing arts and are looking for a challenging position that will offer the ability to grow your project management and fundraising expertise contact us. "The future never sounded better." www.syso.org

Job Summary:

- Manage annual gala event planning and annual giving campaign in conjunction with Board Development Committee and Director of Development and External Relations.
- Manage donor cultivation and community building events throughout the year.
- Act as a SYSO ambassador at concerts and events throughout the year.
- Participate in annual development planning and construction of yearly development calendar
- Support donor stewardship activities. This includes developing a communication and relationship plan.
- Provides support for the major donor program, parent association and operations as needed.
- Manage parent volunteers
- Manage parent and donor communication vehicles, gather and provide content.
- Maintain donor records.

Essential Functions:

Annual Fund Campaign

- Drive the creation of our annual giving campaign plan.

- Draft and finalize content for all platforms (print, email, social media, etc.).
- Work with a graphic designer to create collateral materials.
- Manage volunteer support of campaign.
- Oversee coordination of direct mail.
- Manage activities coordinated with the annual giving campaign.
- Follow-up stewardship planning and execution.
- Provide regular reports to Director of Development and External Relations and Executive Director on progress toward established goals.

Events

- Manage the annual benefit event's communications plan and overall production.
- Support the creation of key themes and messaging for the event (in conjunction with the development committee).
- Attend SYSO concerts and special events to support on-site development activities and to act as a SYSO ambassador.
- Conduct guest research and support the creation of a cultivation plan for events.
- Work in conjunction with Development Committee, Parent Association and Alumni Association.

Individual Donor Support

- Provide support to the Director of Development and External Relations as it relates to Board pledge tracking, major donor research, and ensuring relevant donor data is included in SYSO's donor database.
- In partnership with the Director of Development and External Relations, provide support for activities of SYSO's Parent Association and alumni fundraising programs.

Competency, Position Requirements:

- Highly organized and strong time management skills
- Excited about education in the arts
- Clear, concise communication abilities both written and in a public setting
- Attention to detail
- Knowledge of trends in fund development
- Customer relations skills
- Event planning and execution experience
- Proficiency with Word, Excel, and databases
- Experience with CRM systems, in particular, Salesforce, preferred

Education and Experience:

- BA or equivalent work experience, 2-3 years experience in fundraising, communications or marketing
- Experience working with students and families desirable
- Knowledge of arts administration and/or arts education highly desirable

Compensation and benefits: This is a full-time exempt position with competitive salary and excellent benefits including a competitive vacation plan, health, vision and dental coverage and the opportunity to contribute to a 403(b) retirement plan.

Applicants: Please send cover letter and resume to employment@syso.org with "Development Coordinator" in the subject line. In your cover letter please tell us how your specific experiences and

accomplishments match our needs and mission. We will contact qualified applicants. No phone calls please.

Seattle Youth Symphony Orchestra is an equal opportunity employer. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.