

Development Associate and Board Liaison

Reports to: Director of Development

Orpheus Chamber Orchestra seeks a full-time Development Associate as a vital member of its growing Development team. The Development Associate is responsible for maintaining all development records, including information on donors, gift entry, and data analysis to ensure the department's accurate and efficient function. Assistance in preparation of annual fundraising appeals via letter and email, as well as tracking fulfillment of membership benefits are also included in this position. As Board Liaison, the Development Associate regularly interfaces with Orpheus Board members and core donors.

Qualifications: Collaborative team-player with poise and excellent communication skills, attention to detail, self-motivated and well organized, flexible to accommodate changing priorities, and able to multi-task and work in a busy office environment.

B.A. or equivalent and 1-2 years of experience in an administrative support role required.
Proficiency in Microsoft Office Word and Excel, and Raisers Edge or similar database preferred.
Ability to work some evenings and weekends.
Background in classical music is a plus.

Board Liaison

- Create, develop, maintain all records and files for the Board Chair including email, financial records, records of standing committees, records of meetings, etc. (paper/electronic)
- Assembles and distributes materials for Board and Committee Meetings
- Coordinates communication with Board of Directors, including monthly updates and scheduling and securing venues for meetings
- Records and publishes minutes for all Board and Committee meetings
- Prepares additional presentation materials (PowerPoint, Excel, Adobe, etc.) as needed

Donor Relations

- Attend and assist during all Orpheus Signature Series concerts at Carnegie Hall and other venues as needed as well as select Orpheus donor events, receptions, and rehearsals
- Answer general inquiries from donors and prospects on Orpheus, membership, etc.
- Track membership benefit fulfillment for individual donors
- Create acknowledgement letters to all donors within one week of gift receipt
- Follow-up with new or upgrading members to inform of benefits/invitations

Research

- Research individual and foundation prospects as directed
- Create profiles for use by development team in cultivation
- Compile information for brief bios of donors and prospects to be shared with stakeholders prior to special events

Database

- Maintain and manage the Raiser's Edge database to ensure accurate recording of donor information, gifts, appeals, and event attendance

- Ensure data coordination with finance department
- Analyze donor information as needed for cultivation, mailings, and events
- Continue research for best use of database and potential improvements
- Maintain online giving platform

Mail and Solicitation

- Assist in managing and executing process for targeted appeals with Individual giving programs, including preparation of materials, donor list management, and mailings
- Assist in creating and managing lists of donors and prospects for all mailings
- Coordinate with Marketing for non-donor information
- Maintain RSVP lists for selected events

General Department Support

- Monitor department financial goals and progress to date; prepare regular reporting
- Track department expenditures and ensure within budget
- Presence at select Orpheus events as representative of development department

Orpheus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

Salary is competitive and commensurate with experience.

Please submit a resume, cover letter, and salary requirements to info@orpheusnyc.org with Development Associate and Board Liaison in the subject line.

No phone calls please.