



QUAD CITY SYMPHONY ORCHESTRA
MARK RUSSELL SMITH, MUSIC DIRECTOR AND CONDUCTOR

The QCSO Association announces the following part time, administrative opening:

DEVELOPMENT ASSOCIATE

JOB SUMMARY:

The Development Associate is a part time, 15 hour per week, non-exempt position responsible for assisting the Director of Development in the administrative aspects of fundraising and donor relations. The Development Associate reports to the Director of Development and works with all QCSOA administrative staff members.

This job may be combined with the Marketing Associate position creating a non-exempt position up to 30 hours a week.

JOB DUTIES & RESPONSIBILITIES:

- **Fundraising**
 - Assist Development Director with all phases of the Annual Fund campaign; scheduling, letter and email solicitation process, and acknowledgment process.
 - Assist Director of Development with the administration of individual and corporate donor benefits, and tracking.
 - Assist Director of Development with donor cultivation and stewardship.
 - Attend Development Committee meetings, record minutes, and report as needed.
 - Work with Development Committee to plan fund-raising and social events.
 - Assist with the development and production of all materials used to support the Association's fundraising events and campaigns in coordination with the Director of Development and Director of Marketing.
 - Provide written copy and editing for Director of Development when needed.
 - Support Board of Trustees and Executive Director efforts to solicit contributions.
 - Liaise with Volunteers for Symphony on fundraising events and volunteer needs.

- **Patron Manager/Leap Database Administration**
 - Enter donations daily into the database, including sponsorships and grants from individuals and businesses, whether cash, check, credit card, electronic transfer, stock, or in-kind.
 - Maintain database correspondence templates.
 - Create and provide tax receipts and acknowledgements for individual gifts and for recurring pledge donors at calendar year end.
 - Design and produce donation reports. Analyze data and monitor progress on fundraising campaigns.
 - Create new patron records as needed to accommodate donations.

- **Accounting**
 - Receive daily incoming non-ticket cash and checks for date stamping and endorsing to three separate accounts.
 - Create deposit log packets for appropriate bank accounts and give to Finance Department.
 - Consult with Director of Development regarding any donation clarification and proper allocation of funding.

- **General**
 - Attend and assist at all QCSO events, as needed.
 - Keep abreast of recent research and best practices on fundraising and development.



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- Attend professional development luncheons, conferences, and seminars.
- Attend other civic and cultural events in the community as relevant to duties.
- Perform other duties as assigned by the Director of Development.

QUALIFICATIONS:

- Bachelor's degree preferred.
- 1-3 years development/fundraising experience preferred.
- Knowledge and proficiency with a CRM database and other administration software preferred (training is offered).
- Knowledge and proficiency with Microsoft Office Suite preferred.
- Excellent writing and proofreading skills.
- Demonstrate good communication and interpersonal skills.
- Understand high level of discretion and ethics and be able to communicate examples of maintaining confidentiality.
- Ability to work independently and ask questions when appropriate.
- Consent to and ability to pass background checks.

COMPENSATION:

Compensation for this part time, 15 hour per week non-exempt position is competitive and commensurate with experience, including a Simple IRA plan option.

START DATE:

As soon as possible

APPLICATION PROCEDURE:

Deadline to apply – July 15, 2024

Please send a letter of intent and resume with three references* via email to: Steve Mohr, Director of Development, smohr@qcso.org, No phone calls please.

*References will remain strictly confidential and will only be contacted after an applicant has been invited to an in-person interview.

SELECTION PROCESS:

Applications will be paper-screened immediately and those demonstrating superior qualifications will be invited to an in-person interview. QCSO is an Equal Opportunity Employer.

The QCSOA is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. The QCSO strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. QCSO believes that discrimination and harassment in any form constitute misconduct that undermines the integrity of the employment relationship. Therefore, all employment decisions at the QCSOA are based on merit, individual qualifications, and job requirements, without regard to age, color, creed, physical or mental disability (including HIV-positive status), gender identity (including transgender or transsexual status), national origin, pregnancy, race, religion, sex, sexual orientation, or any other characteristics protected under applicable federal, state, or local law. The QCSOA will not tolerate discrimination or harassment based on any of these characteristics.



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