



**Job Title:** Development Operations Associate

**Reports to:** Director of Development

**Duties and Responsibilities:**

- Works with database manager to keep all gift and constituent records current and detailed
- Maintains proficiency with donor database
- Manages development calendar
- Manages social media calendar for the Development Department
- Works with marketing staff to prepare videos and social media posts that complement individual campaigns
- Manages the Development Department content on the ASO website ensuring the information is up to date
- Drive revenue growth by researching, identifying, and cultivating new donors
- Coordinate/schedule donor/patron/foundation meetings
- Edit and review grants and corporate proposals
- Schedule and coordinate mailings
- Plans, schedules and executes all events in the patron's lounge
- Works evening/weekend events as needed
- Update contact information for government entities
- All other duties as assigned

**Minimum Requirements:**

Excellent written and oral communication; strong interpersonal skills; strong administrative and organizational skills; highly developed attention to detail and the ability to manage multiple projects and meet deadlines. Computer literate with working knowledge of fundraising and database administration mail merges, and tracking data for analysis. Experience using Raiser's Edge a plus.

**Submission:**

Please send cover letter, resume and reference information to:

[jobs@alabamasymphony.org](mailto:jobs@alabamasymphony.org)

subject line: Development Operations Associate

*The Alabama Symphony Orchestra is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. The Alabama Symphony Orchestra will not tolerate discrimination or harassment. A criminal background check will be conducted prior to hiring. A period of evaluation will be required.*