OPEN POSITION

Job Title: Development Associate
Reports to: Development Director
FLSA Status: Full-time/Exempt

ORGANIZATION DESCRIPTION:
The Allentown Symphony Association operates the Allentown Symphony Orchestra, and the Allentown Symphony Chorus, and is the owner of historic Miller Symphony Hall in Allentown’s Arts District. The Allentown Symphony presents a variety of classical, pops and family concerts each year, and provides powerful education programs including El Sistema Lehigh Valley, a Composer in Residence program, Orchestra Lab, Young Musician String Festival, and the prestigious Schadt String Competition.

JOB SUMMARY:
The Development Associate partners with the Development Director and fundraising team to raise funds to support the organizations expansive work. Working with teams and independently, the Development Associate will prepare and manage funding proposals and communications to individual, foundation, corporate, and government donors, and perform a variety of administrative tasks.

RESPONSIBILITIES & OUTCOMES:
- Successfully manage all aspects of grant applications and reporting including maintaining an annual calendar, working with a wide range of team members to gather information, submitting applications, completing funding reports, and keeping team members informed of funding opportunities, guidelines, and submission schedules.
- Maintain knowledge of the Allentown Symphony’s programs and services, and industry trends.
• Assist in donor appreciation activities, providing information and materials needed for the team and Board members.
• Assist in identifying new funding opportunities with individuals, foundations, and corporations.
• Write compelling funding proposals.
• Maintain the organization’s fundraising database including timely and accurate entry of donations and processing donor thank you letters; creating campaigns; and producing reports.
• Assist Development Director with donor communications.
• Administer donor benefits.
• Support the work of the VP of Partnerships and Special Events, and the Director of Trusts, Estates & Gift Planning with database reports, proposals, and communications.
• Provide administrative support for donor events and concerts, including donor communications, attendance tracking, and event staffing.
• Assist with fundraising projects as needed, including the Symphony Ball.
• Attend Allentown Symphony concerts and activities.
• Other duties as assigned.

Required Education, Experience and Abilities:
• Bachelor’s degree or equivalent experience.
• Excellent written and verbal communication skills.
• Excellent organizational skills.
• Self-directed and accountable.
• Ability to work with teams in a challenging, deadline-oriented environment.
• Proficiency in Microsoft Office Suite and database management.
• Flexibility to work night and weekend hours as needed.

Preferred Education, Experience and Abilities:
• Bachelor’s degree in English, Communications or related field.
• Fundraising experience.
• Grant writing experience.
• Interest in Development and its impact on the overall health of a nonprofit.
• Experience working in customer service.
• Sales experience.
• Familiarity with Patron Manager or Salesforce.
• A love for music, including orchestral and jazz.

**Physical Requirements:**
• Ability to work on a computer for an extended time.
• Ability to operate office equipment, i.e., computer, copier, scanner.
• Ability to lift 30 pounds and be on one’s feet for extended periods of time.

The Allentown Symphony offers a salary commensurate with experience and a comprehensive benefits package including medical, dental, vision, life, and long- and short-term disability insurance; generous paid time off; 403(B) retirement plan option; and medical/dependent care flexible spending accounts (FSAs).

Please submit a resume and cover letter to gharrington@allentownsymphony.org

No phone calls, please. We will only contact applicants we are considering for an interview.

The Allentown Symphony Association provides equal employment opportunities to all employees and applicants for employment. No one will be discriminated against, or receive preferential treatment because of race, creed, color, religion, sex, affectional or sexual orientation, national origin, ancestry, age, marital status, non-job-related disability, social class, status as a Vietnam-era or special disabled veteran, or any other legally protected status.

March 16, 2023