

EXPERIENCE
Choral Arts
THE CHORAL ARTS SOCIETY OF WASHINGTON
SCOTT TUCKER, ARTISTIC DIRECTOR

Title: Development Assistant
Reports to: Deputy Director
Status: Full Time, Non-Exempt

Organization

Established in 1965 by Norman Scribner (1936 – 2015), The Choral Arts Society of Washington maintains a dedication to excellence in choral repertoire and performance. Led by Artistic Director Scott Tucker since 2012, Choral Arts' commitment to artistic excellence is demonstrated by frequent invitations to perform with the National Symphony Orchestra and other world-class orchestras including the Los Angeles Philharmonic, London Symphony, Philadelphia Orchestra, Baltimore Symphony, and the Mariinsky Orchestra, as well as alongside legendary conductors such as Gianandrea Noseda, Gustavo Dudamel, Christoph Eschenbach, Valery Gergiev, Marin Alsop and Yannick Nézet-Séguin.

Today Choral Arts is comprised of three performing groups: the symphonic Choral Arts Chorus, the Choral Arts Chamber Singers, established in 2014, and the Choral Arts Youth Choir, established in 2015. Choral Arts produces an annual concert season primarily at the John F. Kennedy Center for the Performing Arts including fall and spring concerts, a Christmas series, a choral tribute to Dr. Martin Luther King, Jr., Concerts for Students, and a chamber series in intimate venues in addition to frequent artistic collaborations. Under the executive direction of Tad Czyzewski, Choral Arts stands on a secure and stable financial and governance foundation.

Summary of Position

The full-time **Development Assistant** provides critical administrative support to the organization with a focus on patron and donor services, support for donor solicitation and acknowledgement, database management, ticket sales and event support. The Development Assistant works as a collaborative member of the staff under the supervision of the Development Manager. As this position attends all season concerts and events, some evening and weekend hours are required.

Duties:

- Answer telephones and provide superb customer service to patrons
- Using PatronManager CRM, record and process all donations and pledges
- Draft and generate gift acknowledgement letters accurately and promptly
- Ensure that Choral Arts' database is up to date through accurate record keeping and regular updates
- Prepare reports and donor listings for concert programs, acknowledgements and stewardship activities (for board meetings, Gala committees, auction committee, fundraising campaigns)
- Process patron ticket orders using PatronManager CRM
- Respond to and record event RSVP's
- Provide administrative and technical support to the annual Gala:

- serve as staff liaison to the Silent Auction Committee
- track tickets and process payments
- proofread and prepare solicitation materials for corporate and individual solicitation
- Manage and implement direct mail and electronic campaigns
- Update and maintain development pages of website including online donation forms through PatronManager CRM
- Maintain development department calendar to include special events, grant opportunities, deadlines, fundraising appeals, etc.
- Assist with monitoring the development department budget and income/expense trackers
- Attendance and organizational representation at all concerts and special events
- Other duties as assigned

Requirements

- Bachelor's degree with at least one year's experience, preferably in an office environment
- Exceptional administrative skills and solid attention to detail
- Self-starter, takes initiative, works independently, understands a team environment, and anticipates the needs of his/her supervisors
- Excellent communication and organizational skills, the ability to work well under pressure, and the ability to multitask
- Highly responsible with a professional demeanor
- Strong writing and editing skills
- Strong computer skills, particularly in Microsoft Office; willingness to learn PatronManager CRM
- Ability to meet deadlines in a fast paced environment
- Ability to work occasional weekend and evening hours
- Appreciation and interest in the performing arts

Compensation/Benefits: Salary range: low-mid \$30s. Benefits package includes paid vacation, sick and personal days; health insurance with prescription, dental and vision plans; long term disability and life insurance plans; voluntary retirement plan with employer match.

To apply, mail or e-mail a cover letter, resume, and list of three professional references to:

The Choral Arts Society of Washington
Attn: Caryn Fraim
5225 Wisconsin Avenue, NW, Suite 603
Washington, DC 20015-2024
cfraim@choralarts.org

The Choral Arts Society of Washington is an Equal Opportunity Employer
