

JOB DESCRIPTION

STATUS:	NON-EXEMPT_X_	EXEMPT____
	PART-TIME __	FULL-TIME_X__

DEPARTMENT: Development
TITLE: Development Assistant
REPORTS TO: Director of Development

JOB PURPOSE:

The Development Assistant provides office management, data management and clerical/logistical services in support of the PSO's Development department and serves as the administrative assistant to the Vice President of Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative assistance to the VP of Development as needed. May include letter writing, telephone coverage, meeting and event coordination, purchasing card reconciliation, check requests, office supply management, copying and filing. Also provides as needed administrative support to the front-line fundraising staff as requested.
- Responsible for generation of Individual Annual Fund and all special Campaign acknowledgement letters.
- Manage all receivable billing for the Individual Annual Fund division and the Campaign
- Responsible for processing the daily mail deposit
- In collaboration with the Development Data Coordinator, assist with Tessitura data entry; Assists with reconciliation, posting and validation of daily deposits with Finance for the Annual Fund and any special Campaigns.
- In collaboration with the Coordinator of Individual Support, manage benefit implementation for gifts given through telefunding.
- Manages the Development Department expense budget including coding and coordinating approval of all invoices
- Provide assistance to the Development Department for direct mail programs and donor research when needed. Draft written correspondence, acknowledgements, solicitations, minutes and other documents as requested to meet the campaign needs.

This document is a summary of the typical functions of the job not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties.

REQUIREMENTS

- College degree required
- Accuracy and attention to detail critical
- Exceptional computer skills; proficiency in excel, word and using mail merge; knowledge of Tessitura preferred
- Strong written, verbal and interpersonal skills
- Organizational skills
- Ability and willingness to work irregular hours when necessary.

To apply, please send a resume and cover letter to: lmason@pittsburghsymphony.org.