



SAN DIEGO YOUTH SYMPHONY

Job Title: Individual Giving Assistant
Reports To: Individual Giving Manager
Status: Full-time, Non-Exempt
Supervises: N/A

About this Position

San Diego Youth Symphony's (SDYS) Individual Giving Assistant supports SDYS initiatives designed to increase donated income through *individual* giving. They will provide support for SDYS membership programs and events, concert ticketing, special initiatives for community partners, database management, donation processing, and special events. They will balance multiple responsibilities in a fast-paced environment and will be committed to our core values of commitment, creativity, equity, collaboration, and service. The Individual Giving Assistant has the following responsibilities:

Donor Relations

- Donor Appeals:
 - Support annual appeal and year-end appeal planning and implementation.
 - Draft appeals and donation thank you letters; follow up on donation pledges.
 - Coordinate gift processing, data entry, and data quality assurance in Patron Manager software.
- Stewardship:
 - Assist in developing stewardship appeals.
 - Provide patron relations to concert ticket holders.
 - Provide on-site event support.
- Individual Giving Strategy
 - Assist Individual Giving Manager with executing overall strategy, including membership programs, recurring giving, corporate matches, legacy planning, etc.
 - Reconcile revenue with Business Office for annual audit.

Concerts and Events

- Concerts
 - Support ticketing operations as requested both before and at concerts.
 - Coordinate free ticket offers to vetted community organizations.
- Membership Programs and Events
 - Coordinate membership, guest relations, and communications; mail invitations; coordinate RSVPs and on-site logistics; attend and welcome guests.
- Annual gala
 - Assist with invitation mailing and guest relations; handle RSVPs and donations.
 - Participate in event planning and day-of event operations.

Other duties as assigned by the Individual Giving Manager.

Technical & Creative Skills

- Experience or willingness to be trained and certified in Patron Manager giving platform
- Experience with Google Suite, Microsoft Office, and Emma email platform
- Experience or willingness to be trained with Adobe graphics suite
- Experience with web platforms

Qualifications

- Strong communication skills, both oral and written.
- Ability to interact with a variety of stakeholders; experience providing customer service.
- A track record of managing multiple priorities.
- Database and data entry experience required.
- College degree required.

Preferred Qualifications

- Experience in non-profit and/or fundraising
- Knowledge of and experience with instrumental music.

Additional

This position requires sitting, walking, standing, hearing, speaking, using technology, being able to lift up to 25 lb., and driving to locations pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document upon hire. This is a full-time position with work responsibilities on weekends and/or evenings according to the season calendar.

About the San Diego Youth Symphony and Conservatory

SDYS' mission is to instill excellence in musical achievement and personal growth through rigorous and inspiring music education experiences. We do this through both our traditional youth symphony programming, our neighborhood-centered Community Programs and early childhood music education programs. For more information, please visit www.sdys.org.

Does this sound like you? If so, please email your resume and a cover letter to hr@sdys.org.