

**Posting Date:** June 11, 2024

**Position:** Development Assistant

**Job Term:** Full-time, 40 hours a week; non-exempt

**Salary Range:** \$40,000 - 45,000 (includes health and vacation benefits)

**Reports To:** Director of Development

**Location:** Onsite

**Application Deadline:** The position remains open until filled

**Overview:** The Pasadena Conservatory of Music (PCM) is seeking a highly organized and detail-oriented Development Coordinator to support our fundraising efforts, which raise \$1M annually for general operations and additional funds for special campaigns and projects. This role is crucial in maintaining and enhancing our relationships with donors through effective database management, donor event support, and research. The Development Assistant will be an integral part of our team, ensuring the seamless execution of fundraising activities.

This position offers a unique opportunity to be part of a passionate team dedicated to helping our students discover joy, excellence, and community through music. The Development Assistant will be at the heart of our fundraising efforts, enabling us to continue providing exceptional music education and outreach programs. PCM offers a supportive and dynamic work environment where contributions are valued and celebrated.

**Job Classification and Benefits:** This is a 40 hour a week, full-time, non-exempt position. The schedule is generally Monday-Friday, 9:00am to 6:00pm, with occasional attendance at evening or weekend events. Benefits include medical, dental, vision, life, paid holidays, floating holidays, partial winter holiday office closure.

**Key Responsibilities:**

- **Database and Records Management:** Execute gift processing and acknowledgement, update and maintain accurate donor records, track status of proposals and grants, maintain and circulate basic queries for weekly department reports, and generate various reports to inform fundraising strategy.
- **Fundraising Appeals:** Support the execution of fundraising appeals, including generating mailing lists, managing donor segmentation, executing mail merges, and interfacing with print houses (or printing in house as needed).
- **Donor Event Support:** Generate invitation lists, manage RSVPs, provide onsite event support, and communicate with donors prior to and following events.
- **Individual Donors:** Interface with individual donors, field inquiries about giving history, and monitor the use and implementation of benefits offered to our Friends and Benefactors to ensure our supporters feel valued and engaged.
- **Board of Directors:** Support senior staff in preparing for board meetings, retreats, and other events.
- **Prospect Identification and Research:** Contribute to the identification of potential donors to expand our community impact.
- **Collaboration with Marketing Team:** Work closely with marketing to ensure email lists are accurate and to develop any collateral or materials needed to promote donor events (e.g. invitations, postcards, emails, printed programs, webpages, etc.).

**Qualifications and Skills:**

- Demonstrates highly effective organizational, interpersonal, problem-solving, and teamwork skills.
- Exhibits a high degree of discretion, professionalism, and strong interpersonal communication skills.

- Self-motivated, with the ability to work independently and with minimal supervision.
- Excellent attention to detail and ability to understand complex donor-related information.
- Effective verbal and written communication skills, including proofreading.
- Flexible and able to effectively collaborate with our constituencies, including staff, board members, donors, faculty, and students.
- Proficiency with G-Suite, Microsoft Office Suite, and the ability to quickly learn new software tools.
- Familiarity with Raiser's Edge or other donor CRM platforms is a plus.
- Familiarity with Asana or other project management platforms is a plus.
- Knowledgeable in the operation and troubleshooting of office equipment (printers, fax machines, copiers, etc.).
- Four-year college degree or a combination of education and experience in a related field is required.
- Knowledge and appreciation of classical music and music education is a plus.

**Working Conditions:**

- Physical demands include working at a desk, visual acuity in reviewing detailed computer records, lifting and moving equipment / supplies up to 25 pounds.
- Occasional weekend, late afternoon, and evening hours.

**About the Pasadena Conservatory of Music**

PCM provides opportunities for students of all ages and backgrounds to learn, perform, and enjoy music. Founded in 1984, PCM is a nationally-accredited community music school that offers a wide range of programs, including individual and group instrumental instruction, music appreciation courses, master classes, summer camps, workshops, and concerts. More than 1,400 students participate in PCM's instructional programs on and off campus annually. PCM presents more than 150 events each year, attended by more than 7,000 members of the community.

**Diversity, Equity, Inclusion Commitment**

As a community music school, we believe that music is a fundamental aspect of the human experience. Through music we explore cultural differences and seek common ground, making us better musicians, educators, and members of our community. PCM is committed to fostering a community that respects and embraces diversity, inclusion, and equity. Our commitment to these values informs our efforts to recruit and develop a diverse and effective faculty and staff, which in turn promotes an inclusive learning environment for our students and fosters thoughtful and innovative programs for the broader community. All qualified applicants are encouraged to apply. PCM is an equal opportunity employer.

**How to Apply**

Applicants may send resumes to [music@pasadenaconservatory.org](mailto:music@pasadenaconservatory.org) or Job Search, Pasadena Conservatory of Music, 100 North Hill Avenue, Pasadena, California 91106. No telephone inquiries, please.