Development Assistant

Reports to: Senior Vice President of Development & Chief Development Officer

Supervises: None

Status: Non-Exempt, Full-Time

Job Purpose

The Development Assistant provides overall office management for the PSO's Development Department and serves as the administrative assistant to the Senior Vice President and Chief Development Officer.

Essential Duties and Responsibilities

- Provide administrative assistance to the CDO as needed. May include letter writing, telephone coverage, meeting and event coordination, Tessitura data entry and reporting, 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.
- Assist with donor listings in PSO program books and on the PSO website.
- Provide VIP ticketing assistance for major donors as needed and serve as primary PSO point of contact for ticket requests from other Cultural District Development Departments.
- Responsible for coding and coordinating the approval of all invoices for the Development Department expense budget
- Draft written correspondence, acknowledgements, solicitations, minutes and other documents as requested.
- Provide assistance to Director of Events when needed.
- Coordinate/provide content for CEO Weekly email and other reporting.
- Maintain calendar of Development communication, events, and stewardship.
- Provide assistance to the Development Department as needed.

Required Education, Experience and Abilities:

- Bachelor's degree or equivalent work experience
- Excellent editorial, written, and verbal communication capabilities, including clear and concise writing skills and attention to detail
- Exceptional computer skills; proficiency in Excel, Word and using mail merge
- Ability to work independently but also as a member of a team
- Ability to meet deadlines and perform well under pressure and discretion with confidential information
- Ability and willingness to work irregular hours, including evenings and/or weekends when necessary

Preferred Education, Experience and Abilities:

- Previous work in a nonprofit setting
- Familiarity with Tessitura database software

Physical Requirements:

- Ability to work on a computer for extended periods of time
- Ability to operate related equipment, i.e. computer, copier, scanner

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Pittsburgh Symphony, Inc. recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

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