



Position: Development Assistant
Reports to: Annual Fund Manager
Department: Development
Supervises (#): 0
Status: 25 hours a week (non-exempt)

Overview:

This position is responsible for all development data entry, prepares bank deposits, and reconciles gifts on a daily basis with the BPO finance department. Additionally, it provides general administrative support (phones, email, mail) for the department and oversees department mailings and social media efforts, issues acknowledgement letters, manages the development portion of the website and program book, and provides assistance at events when necessary.

Specific Responsibilities:

- Enters all gifts and pledges into Patron Manager.
- Prepares all bank deposits.
- Reconciles all gifts on a daily basis with the finance department.
- Answers and routes departmental phone calls while on duty in an efficient and courteous manner.
- Maintains organized and complete departmental files, both hard copies and on database for individual, foundation and corporate donors.
- Prepares all acknowledgement letters under \$500.
- Prepares and tracks Invoices for the department.
- Updates BPO website for department related matters including donor listings, events, etc.
- Point person for the department portion of the program book.
- Oversees Social Media efforts in the department including eblasts, 716 and Giving Tuesday.
- Supports efforts of the department with the other development staff.
- Regularly attend BPO concerts and events.
- Perform other duties as assigned.

Qualifications:

- Attention to detail, ability to meet deadlines and discretion in handling confidential information.
- Proficiency with Word, Excel, and databases.
- Appreciation and understanding of the Buffalo Philharmonic Orchestra's mission and vision, and the ability to effectively communicate the priorities of the campaign. Knowledge of classical music a plus.
- Ability to work nights and weekends.

Equal Employment Opportunity Policy:

The Buffalo Philharmonic Orchestra Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation and training.