

# SEATTLE CHAMBER MUSIC SOCIETY

## DEVELOPMENT ASSISTANT VOLUNTEER

Seattle Chamber Music Society has an excellent opportunity for one or more Development Assistant volunteers in our office and, soon, our new Center for Chamber Music in downtown Seattle.

### **About Seattle Chamber Music Society**

Founded in 1982, Seattle Chamber Music Society fosters the appreciation of chamber music by presenting performances featuring world-class musicians in accessible and inviting formats, with an emphasis on developing a broad-based sustainable audience through education and community outreach. Through our Winter and Summer Festivals each January and July at Benaroya Hall, and our engagement programs for adults, youths, and the community-at-large, we provide thousands of people each year with opportunities to experience, learn about and derive joy from chamber music.

### **Position Description**

The Development Assistant works with the Director of Development to create stewardship and fundraising materials, research and identify potential funding opportunities, produce patron events and communications, and maintain records and reports in our Salesforce-backed database. The position provides the opportunity for the volunteer to contribute to the health and well-being of an award-winning and financially sound performing arts organization by assisting with both administrative tasks *and* patron-facing, community outreach activities.

Duties specific to this position include:

- Stewardship: update and produce donor stewardship letters; create patron-benefit communications in both print and electronic formats, interact with patrons and volunteers via telephone.
- Writing: Create communications for donors, prospects, sponsors, and internal stakeholders.
- Update and manage donor and funding tracking database (Salesforce software)
- Event Production: Assist with producing fundraising and donor stewardship activities (invitations, collection of RSVPs, planning, strategizing, etc.) in coordination with Director of Development.
- Research and identify new funding opportunities.
- Other activities related to donor and community engagement, as needed and as appropriate to the volunteer's interest and time.

**LOCATION:** Seattle Chamber Music Society Office (lower Queen Anne and, after March, downtown Seattle)

**TIME COMMITMENT:** Prefer minimum 5 hours/week during office hours (M-F, 9am-5pm) on regular schedule. Minimum 3-month commitment. 6 month-commitment preferred.

### **REQUIREMENTS:**

- Interest and desire to contribute to the mission of Seattle Chamber Music Society by applying your talents and skills to this position.

- Competent business writing and editing skills and desire to use these to present the organization in a warm and professional manner to the public.
- Ability to think creatively and strategically, and to work independently, once direction is given.
- Keen attention to accuracy and detail.
- Confidence in basic computer skills, including MS Word, Excel, PowerPoint, Publisher email, and internet applications. Some experience or willingness to work with databases desired.
- Ability to maintain confidentiality of external and internal stakeholder information.
- Flexibility in the face of time-sensitive priorities and emergent tasks and willingness to learn.
- Willingness to adhere to Seattle Chamber Music Society volunteer and workplace policies of professionalism and non-discrimination.

**QUALIFICATIONS:**

This volunteer position is appropriate for adults of any age. It requires use of computers, telephone and strong English language skills. People from communities underrepresented in the arts are very much encouraged to apply. Any experience in fields of communications, marketing, public relations, fundraising a plus!

**TO APPLY:**

Please send resume and cover letter to Kimberly Fulghum, Director of Development at [Kimberly@seattlechambermusic.org](mailto:Kimberly@seattlechambermusic.org).

Thank you!