

# OREGON SYMPHONY

## JOB DESCRIPTION

### Assistant Director of Development

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	DEVELOPMENT
REPORTS TO:	DIRECTOR OF DEVELOPMENT
DIRECT REPORTS:	NONE
MARKET GRADE:	16
EFFECTIVE/LAST UPDATED:	MARCH 1, 2026

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#### POSITION SUMMARY:

The Assistant Director of Development strengthens the Oregon Symphony's philanthropic efforts by managing a donor portfolio, fostering relationships, and driving annual giving and special project support. This role is essential in growing the donor pipeline and ensuring meaningful engagement, solicitation, and stewardship of supporters.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

##### Donor Engagement and Solicitation

- Cultivate, solicit, and steward donors, focusing on annual gifts in the \$2,500–\$7,500 range and additional contributions for special projects (e.g., gala, education, commissions, and other sponsorship opportunities).
- Develop tailored, donor-centric solicitation strategies based on each donor's interests and goals.
- Draft and develop compelling written materials for fundraising, including donor proposals, white papers, and stewardship communications.
- Research, write, and submit small grant applications, supporting the Oregon Symphony's broader development strategy.

##### Prospect Development

- Identify and qualify new donor prospects through research and data analysis to grow the donor pipeline.
- Engage donors and prospects through participation in education programs, outreach initiatives, rehearsals, and donor events.

##### Portfolio and Gift Management

- Manage a portfolio of approximately 175 donors and prospects, tracking all activities and outcomes in the Tessitura CRM database.
- Oversee the processing of gifts and pledges, ensuring accurate records, invoicing, and acknowledgments.
- Contribute to planned giving strategies in collaboration with leadership and engage planned giving donors through the Encore Society.

##### Collaboration and Special Projects

- Partner with Development team members to align fundraising efforts with annual goals, including appeals, events, and grant submissions.
- Support fundraising events such as the annual Gala, assisting with setup, logistics, and achieving attendance and revenue goals.
- Provide staff or project management support for board or advisory committees as assigned.

## **QUALIFICATIONS:**

- Bachelor's degree and at least 3 years of development or related experience, with a focus on solicitation and achieving revenue goals. Equivalent combinations of education and experience will be considered.
- Strong organizational skills and the ability to manage multiple priorities effectively.
- Excellent communication skills, both written and interpersonal, with a focus on building relationships.
- Proficiency with CRM databases (Tessitura experience preferred), Microsoft Office Suite, and data analysis tools.
- Quantitative skills for budgeting and forecasting.
- Creativity and a collaborative, solutions-oriented mindset.
- Valid driver's license and vehicle with liability insurance for local travel.
- Flexibility to work evenings and weekends, including Salem and Portland events.

## **OREGON SYMPHONY CORE COMPETENCIES:**

These values reflect how we expect all employees to show up in their work, collaborate with others, and contribute to the Oregon Symphony's mission and culture.

**Uncommonly Collaborative** - Demonstrates openness, respect, and accountability in working with others. Seeks input, communicates clearly, brings the right people into conversations, and contributes to solutions that support collective success.

**Universally Welcoming** - Engages with curiosity and empathy, values diverse perspectives, adapts communication and approach as needed, and contributes to a workplace and audience experience that is accessible, inclusive, and welcoming.

**Uncompromising Quality** - Takes pride in craftsmanship, prepares thoroughly, follows through on commitments, and maintains high standards while exercising sound judgment and learning from feedback.

**Courageously Innovative** - Challenges the status quo constructively, experiments thoughtfully, learns from experience, and seeks better ways to serve the organization, its artists, and its audiences.

**Cultural Accountability** - Models the symphony's values through daily actions, treats others with professionalism and kindness, communicates thoughtfully, and takes ownership for personal impact on the organization and its culture.

## **WORK ENVIRONMENT**

Although this position is primarily Mon-Fri, occasional evenings and weekends during the performance season are required. This position is currently following a hybrid work model with 2-3 days per week in the office.

Approximately 25–40% local travel within the Portland metro area is required to support donor visits, sponsorship meetings, and organizational events. Occasional regional travel may be required. Mileage reimbursement is provided in accordance with organizational policy.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.