

Administrative Assistant

The Oakland Symphony seeks an organized, detail-oriented, and results-oriented Administrative Assistant who takes pride in providing excellent customer service and administrative support, and who enjoys working with volunteers. The Oakland Symphony is experiencing a period of tremendous growth – building audiences, and expanding music education and outreach programs. The Oakland Symphony builds bridges in the community through music, focusing on three things: music, education and equity. If you love music and Oakland, and you want to make a real difference in people’s lives, we want to hear from you.

The Oakland Symphony aspires to be a leader in Oakland’s continuing transformation – an inclusive and celebratory institution championing the expansion and recognition of Oakland’s unique cultural presence through symphonic music performance and education. It seeks an Administrative Assistant who prioritizes a diverse, equitable, and inclusive work environment.

Job title: Administrative Assistant

Area of focus: The Administrative Assistant serves as the administrative backbone for the Fundraising Team. S/he contributes to the fundraising elements of the Symphony’s Salesforce database, coordinates the acknowledgement process, manages volunteers, assists in special events and attends all concerts and special events as a team representative. S/he collaborates with the Symphony team to create amazing patron experiences!

Reporting Structure: Reports to Associate Director of Development.

Job type: Part-time, Non-exempt with flexible hours

Duties and responsibilities:

- Data Entry
 - Enter all donations and pledges into the database
 - Review reports to ensure information is entered consistently and accurately
 - Meet with accounting each week to reconcile data entry
 - Enter projections, and contact activity for major donors and prospects
 - Update records, contact information, event registrations, and other information
 - Support the Database Manager by fulfilling basic development needs for reports and contact lists for direct mail, email, and program books

Gift Processing, Reporting, and Acknowledgements

- Manage the acknowledgement process for all gifts
- Ensure all gifts are acknowledged within 72 hours via email and direct mail
- Support the fulfillment of individual donor benefits throughout the year

- Maintain and update all donor and volunteer listings in the program book
- Provide customer service for patrons via phone, email, and in person

Volunteer Management

- Recruit, coordinate, and schedule volunteers for a variety of tasks to support all Symphony teams and activities
- Coordinate volunteer training in advance and on site as needed
- Lead the tracking of volunteer data in the database
- Work with Associate Director of Development to plan and implement annual volunteer thank you and recruitment events
- Advocate for and consider volunteer needs and viewpoints
- Create and send volunteer communication email campaigns

Special Events

- Attend all special events
- Assist Fundraising Team in the planning and execution of special donor events
- Manage auction and attendee database for Oakland Symphony Gala
- Provide administrative support for Gala activities

Grants Management

- Create, organize, and update necessary attachments for all grant applications, including board lists, school site lists, work samples, and testimonials / statements of support in conjunction with the Associate Director of Development
- Lead the completion of the annual DataArts profile in collaboration with staff across the organization

Miscellaneous

- Work all concerts, coordinating any volunteer activities
- Secretary for all Fundraising Committee meetings
- Some additional night and weekend work required
- Other projects and tasks as assigned

Requirements: Qualified candidates for this position will be highly detail oriented and organized, friendly, have a positive outlook, a willingness to jump in to make things happen, and the ability to learn quickly. One to three years of administrative support experience preferred. Strong computer skills are required, with knowledge of donor CRM systems a plus. Proficiency in the Microsoft Office Suite and the Google Suite required. A perfect fit for this position will be an organized, efficient, proactive problem solver and team player. This position requires occasional work on evenings and weekends.

Benefits offered: Part-time non-exempt position
 Compensation: Hourly commensurate with experience, plus overtime as required plus benefits

To apply, please submit your cover letter and resume to **Lori Davis**, Interim Development Director, at ldavis@rscfundraising.com.