



Oakland Symphony seeks a Development Associate to support fundraising communications and stewarding relationships with donors. Responsibilities include drafting appeal letters, newsletter articles, email campaigns, invitations, and other development materials; update and refine website content; assisting with writing grant reports, proposals and other materials; assisting with planning and executing fundraising events; and supporting outreach to corporate sponsors and sponsorship fulfillment. May also support marketing communications and social media content development. Attends all concerts as a representative of the Development Department. This individual collaborates with the entire Symphony staff to help create an amazing patron experience!

Qualified candidates for this position will have excellent communication skills (particularly writing) and the ability to learn quickly. Three to five years of development 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. Candidates should be personable, flexible, creative, and proactive in creating innovative solutions. Occasional work on evenings and weekends expected.

Please include a cover letter with your application. Email to: jobs@oaklandsymphony.org

Job Type: Full-time

COVID-19 considerations:

This position can be performed entirely from a remote location, until Covid restrictions are lifted and performances resume.