



Development Assistant

Job Announcement

The South Dakota Symphony Orchestra (SDSO) seeks an enthusiastic team player for the full-time position of Development Assistant. The Development Assistant serves as an integral part of the team and works directly with staff, board of directors, and patrons to enhance the symphony's office operations and fundraising capacity. The position includes fundraising administration, database management, office coordination, and supporting events. This position is ideal for a motivated and highly organized person who enjoys working with people. The Development Assistant reports to the Development Manager.

Reports to: Development Manager, Breanna deMontigny

Works closely with: Development Director, Meg Hentges & Executive Director, Jennifer Teisinger

Also works with: SDSO Operations and Marketing Staff, SDSO Board of Directors and Board Committees

ABOUT THE SOUTH DAKOTA SYMPHONY ORCHESTRA

The South Dakota Symphony Orchestra (SDSO), based in Sioux Falls, South Dakota, is the state's premier performing arts organization with the Washington Pavilion as its home. The SDSO curates a diverse collection of orchestral and chamber music programs, appealing to audiences from the very experienced to first-timers. Under the leadership of Music Director Delta David Gier, the orchestra is celebrated as one of the nation's boldest and most community-focused orchestras.

The SDSO is nationally recognized as a prime example for how an orchestra engages with its community. The 80-member orchestra includes nine full-time musicians who make up the Dakota String Quartet and the Dakota Wind Quintet. These two ensembles perform over 150 times annually in schools, hospitals, senior living communities, behavioral health, and community centers throughout the region.

The SDSO presents a variety of education and engagement programs including the South Dakota Symphony Youth Orchestra, Young People's Concerts, the Music Composition Academies, and music enrichment opportunities in the classroom and for children with special needs.

The SDSO's award-winning Lakota Music Project is a model of cultural understanding and is the flagship community engagement program of the SDSO. With the Lakota Music Project as a foundation, the SDSO has fostered additional programs to embrace classical music as a medium for shared understanding. The SDSO strives to embody the values of equity, belonging, diversity, and inclusion, and to empower its many constituents to contribute to and foster its growth.

Responsibilities include but are not limited to:

Development Administration

- Manage the donor database (Raiser's Edge).
- Process all donations, acknowledgements, invoices, and complete bank deposits ensuring accuracy

- Create new constituent records, and edit or update records as necessary
- Ensure accuracy of program book; all donor acknowledgements; sponsor recognition
- Produce development reports on a monthly basis or as needed
- Ensure fulfillment of donor benefits
- Oversee website updates for development pages
- Be the manager and driver of the solicitation schedule including the mail campaign
- Build board packets and donor presentation materials
- Manage development-related calendars

Events

- Manage logistics of the symphony gala and other fundraising events
- Provide front of house and/or concert production support

Office Administration

- Maintain office equipment, filing and supplies
- Provide administrative support to SDSO Board of Directors, SDSO League, Advisory Board and other departments as needed. Take minutes at Board of Directors meetings and other meetings as assigned

Minimum requirement include:

- Bachelor's degree
- Basic administrative experience and working in an office environment
- Experience in database management is required. Experience working with Raiser's Edge or Blackbaud is a plus
- Strong working knowledge of Microsoft Office, including Excel
- Excellent organizational skills and attention to detail
- Outstanding written and oral communication skills. Creative writing is a plus
- Willingness to work evenings and weekends as needed

Compensation and Benefits:

- \$40,000-\$42,000 annual compensation
- Benefits package includes:
 - Health insurance plan, dental and vision insurance options
 - Retirement plan (Simple IRA) with employer match
 - Paid vacation, personal days, and holidays
 - Flexible work schedule to accommodate work hours when required on nights/weekends

Application Procedure: email a thoughtfully written cover letter and resume to Breanna deMontigny, Development Manager, sdsymphony@sdsymphony.org. The cover letter is an example of your written communication. Include why you are interested in the SDSO and this particular position. The SDSO's community engagement work is intentional about building multicultural bridges through music, and we encourage people from all backgrounds and cultures to be a part of the work we do.

Application deadline: Open until filled