

Music Academy of the West

Title: Advancement Associate

Department: Advancement

Location: Santa Barbara, CA

Status: Full-time, Non-Exempt

Position Summary:

The Music Academy is inviting applications for an Advancement Associate. This position is a vital member of the Advancement team who coordinates the Academy's fundraising and donor cultivation programs. They are engaged in a wide variety of projects, coordinates donor event activities, prepares donor solicitations, oversees the production of printed and digital collateral, and manages the donor database and gift reporting. This is an excellent opportunity for those looking to develop a career in nonprofit fundraising with active engagement in all aspects of the donor cultivation cycle.

Position Responsibilities:

- Coordinate the development and creation of individual giving collateral (i.e. donor brochures and other marketing materials, etc.)
- Support all direct mail and email fundraising campaigns
- Support the Chief Advancement Officer and Director of Legacy Giving with the Innovation and Sustainability Campaign and all legacy and Encore Society cultivation and stewardship efforts.
- Support the Director of Development and the Manager of Special Events for donor cultivation, fundraising, and Auxiliary volunteer group events.
- Maintain the Raiser's Edge donor database and collaborate with the Finance Department on revenue tracking:
 - o Enter all donations including checks, pledges, credit cards, stock gifts, and in-kind gifts
 - o Coordinate the acknowledgement letter process
 - o Pull simple queries and event lists for Advancement communications
 - o Create monthly pledge reminders as directed by the Advancement team
 - o Update constituent records with contact information changes, media files, and other notes or action items
 - o Mark constituents as deceased and upload obituaries to records
 - o Assist with prospect research
- Coordinate donor giving benefits during the Summer Festival:
 - o Donor-reserved parking
 - o Picnic reservations
- Assist with preparations for committee meetings and donor solicitations
- Oversee Advancement-related content on the Music Academy website

Other duties may be assigned.

This position reports to the Director of Development. It includes essential job functions which require on-site office attendance.

Candidate Profile:

The Music Academy of the West values diverse colleagues who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success. This position is great for someone who:

- Has a passion for customer service and cultivating relationships
- Enjoys interacting with diverse personalities and age demographics, particularly with donors
- Has excellent time management and organizational skills.
- Is detailed oriented and able to manage projects efficiently and accurately
- Has comfort with both written and financial reports
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules.
- Experience with CRM/donor database programs such as a Raiser's Edge a plus
- Prior experience in a nonprofit or fundraising capacity a plus

Benefits and Compensation:

This is a non-exempt, full-time position. Compensation is \$20-27 per hour, commensurate with skills and experience. Music Academy provides a comprehensive benefit package for full-time employees, which includes health and dental coverage, life insurance, paid vacation and sick leave and a 403(b) plan.

Application Process:

Please email a letter of interest and current resume to hr@musicacademy.org, using the Subject Header MAW Advancement Associate. No phone calls, please. A background screening will be performed as a condition of employment. All administration, faculty, and fellows on campus must provide proof of COVID vaccination.

The Music Academy of the West is an equal opportunity employer. We aim to create a diverse and inclusive work environment, and we value each employee's unique experiences and perspectives.

About Music Academy of the West:

Music Academy of the West creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. We give artists the tools they need to become not just great musicians but great leaders. With the sun shining brightly on possibility and potential, we unleash the creators who will reimagine the future of classical music. We catalyze the change that will propel classically trained musicians boldly forward. For more information, visit musicacademy.org.