



## **JOB DESCRIPTION**

**JOB TITLE:** Development Office Executive Assistant

**DEPARTMENT:** Development

**REPORTS TO:** Vice President of Development

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### **POSITION SUMMARY:**

The Development Office Executive Administrative Assistant provides a variety of administrative support duties for the Vice President of Development. This successful candidate must be creative, professional, and enjoy working within a fast-paced environment. The ideal individual will have the ability to exercise good judgement in a variety of situations, handle highly confidential matters with complete discretion, demonstrate strong written and verbal communication, possess administrative and organizational skills, and maintain a realistic balance among multiple priorities. The Executive Administrative Assistant will have the ability to work on and manage a variety of projects, from conception to completion, and must be able to work under pressure at times to handle a wide range of activities. Requires attention to detail, high degree of accuracy, reliability, timeliness, alertness, overall professionalism, and use of judgment keeping the overall workflow professional and moving forward.

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### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Completes a broad variety of administrative tasks for the Vice President (VP) of Development including: managing a complex calendar, managing phone calls, completing expense reports, composing correspondence, entering contact reports and other data into Tessitura, and preparing documents and slides, agendas, minutes, and the scheduling, reminders, and follow-up for various meetings, including meetings of the Development, Governance, Maestro Open, Opening Night Gala, and other ad hoc Committees of the Board that Development leads.
- Assists other members of the Development Team as directed by the VP of Development.
- Initiates and coordinates both internal and external appointments and meetings for the VP and provides meeting materials needed in advance.

- Keeps VP of Development informed of upcoming meetings and commitments, following up appropriately.
- Assists with event preparation and execution for Development related events.
- Schedules and coordinates meetings of the Development, Governance, Maestro Open, Opening Night Gala, and other ad hoc Committees of the Board that Development leads; prepares agendas and minutes; ensures fluid communication between Committee participants.
- Maintains Tessitura prospect management system in partnership with the VP of Development and tracks progress for the Development Department.
- Serves as a backup gift processor using Tessitura when the Gift Processor, assists with donor acknowledgement, and additional support as needed.
- Provides needed reports from and enters data into Tessitura database
- Assists with coordination of the CEO's Development work; scheduling, follow-up, and prospect management in Tessitura database.
- Keeps records and verifies accuracy with accounting reports for the Development budget by tracking spending, reconciling statements from outside vendors, as well as expense and MasterCard accounts.
- Manage ticket donation requests from non-for-profits engaged in fund-raising.
- Assists with Gift Administration, correspondence, reports, bank deposits, and simple gift entry and other duties as assigned and necessitated.
- Provides some assistance to the Indianapolis Symphony Orchestra Association.
- Maintains the high expectations of the Development Department ensuring that office operations and communication run smoothly.

## **MINIMUM REQUIREMENTS:**

Four-year degree desirable, plus 2-4 years of business experience or administrative experience. Ability to work with Board members, donors and volunteers on a variety of levels. Must have strong professional interpersonal and communication skills and be detail oriented. Must be at least an intermediate level user of Microsoft Office Products. Experience with Tessitura or other CRM is a plus. Must possess schedule flexibility and be available for non-traditional hours with reasonable notice.

## **INTERPERSONAL CONTACTS:**

**INTERNAL:** Frequent contact with administrative staff and musicians.

**EXTERNAL:** Frequent contact with high-level donors, Board members, volunteers, subscribers and occasional contact with vendors and sales representatives

## **CONTENT OF CONFIDENTIAL INFORMATION:**

Organization's financial matters, investment data, all contributor giving data and personal histories, and fundraising plans and strategies for all major donors and gift prospects. Must maintain confidentiality in all assigned duties and responsibilities.

### OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

### OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

*The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.*

**Applications for this position should be sent to**  
**[jobs@indianapolissymphony.org](mailto:jobs@indianapolissymphony.org) .**