



**Position:** Development and Administrative Assistant

**Department:** Development

**Reports to:** Associate Director of Board and Donor Relations

**Status:** Full-time, salaried, non-exempt with benefits

**Available:** August 2016

**Organizational Overview:**

Based in Boston, From the Top is America's largest national platform dedicated to celebrating the stories, talents, and character of classically-trained young musicians. Through live events, NPR and YouTube broadcasts, scholarships, and leadership programs, we empower these extraordinary young people to engage and inspire music lovers of all ages.

**Summary:**

Reporting to the Associate Director of Board & Donor Relations, the Development & Administrative Assistant is an integral support role of a six-person development team that raises nearly 80% of From the Top's \$4 million annual budget, in addition to providing support to the Co-CEOs. The position will provide administrative assistance to the Development Department and manage department administrative functions in the areas of gift processing, database maintenance, budget tracking, meeting scheduling, and event support. Further, the Development & Administrative Assistant will provide internal calendar management for the Co-CEOs, and general administrative support.

**Key Responsibilities:**

With oversight from the Associate Director of Board & Donor Relations, the Development & Administrative Assistant will:

- Serve as the first point of contact for all Development-related inquiries from external and internal parties, providing the highest level of customer service at all times
- Assist Co-CEOs in day-to-day tasks, such as calendar management, drafting correspondence, and managing email
- Process gifts in the Raiser's Edge database, preparing related reports, and drafting acknowledgement letters, maintaining the utmost discretion with personal and financial information of donors
- Perform regular database updates and maintenance, adding donor records, research, correspondence, and other points of contact
- Track departmental expenses and revenue budgets
- Manage the inventory and ordering of supplies for the department
- Assist with scheduling of and preparation for internal and external meetings
- Provide support in preparation for and at special events and annual gala fundraiser
- Work occasional nights and weekend in support of From the Top events
- Perform other related duties as assigned

**Qualifications:**

- Bachelor's degree required along with one or more years of experience, ideally in a development office, with significant responsibility for providing administrative support

- Exceptional writing, communication, and organizational skills. Must be a strong problem-solver and have great attention to detail
- Ability to work both independently and as part of a team, organizing and prioritizing time-sensitive projects and anticipating department needs
- Proficiency in Microsoft Word, mail merge, Excel, Outlook, and PowerPoint; experience with databases preferred
- Confident in working with board of directors, executive leadership, and staff on behalf of Director of Development. Maturity and discretion in handling sensitive information
- Commitment to the arts and to providing opportunities for young people, preferably in the areas of classical music and/or youth development
- Thrive in a dynamic, high-energy, and collaborative environment
- Valid driver's license and willingness to drive preferred
- Ability to lift and carry equipment and boxes weighing up to 20 lbs.
- Must complete criminal history and identity check screenings

**Salary and Benefits:**

Competitive salary and benefits commensurate with experience. This is full-time, salaried, non-exempt position.

**To Apply:**

Please send resume and cover letter to [jobs@fromthetop.org](mailto:jobs@fromthetop.org) or fax to (617) 262-4190. No phone calls, please.

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