



**Position:** Development Assistant

**Department:** Development

**Reports to:** Development Operations Manager

**Status:** Part-time, hourly, Non-exempt (approx. 20 hours per week)

**Available:** June 2019

**Organizational Overview:**

From the Top is an independent non-profit organization that identifies, celebrates, and supports outstanding young classical musicians. Through award-winning radio and television programs, online media, a national tour of live events, community engagement and educational programming, From the Top shares the stories and performances of young artists, ages 8-18, with millions each year. From the Top's leadership development and mentoring programs prepare young musicians to connect with audiences, serve as positive role models, and give back to their communities.

**Duties and Responsibilities:**

Reporting to the Manager of Development Operations, the Development Assistant is an integral support role for From the Top's development team. 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. Specifically, the Development Administrative Assistant will:

- 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 expense 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.

**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, and Outlook; experience with Raiser's Edge database preferred.

- 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.
- Ability to lift and carry equipment and boxes weighing up to 20 lbs.
- Must complete criminal history and identity check screenings.

**Salary and Benefits:** This is a part-time, non-exempt position eligible for Massachusetts Earned Sick time .

**To Apply:** Please send resume and cover letter to [jobs@fromthetop.org](mailto:jobs@fromthetop.org) with the job title in the subject line. No phone calls, please.

***From the Top, Inc.** is an equal employment opportunity employer.*