



Department: Development

The **Development Department** is responsible for all Pacific Symphony fund-raising activities, including cultivation, solicitation and stewardship of all donors - both individuals and institutions including corporations, foundations and government entities. The department also manages an annual calendar of fund raising focused Special Events.

Development Administrative Support Volunteer: These volunteers assist with day-to-day administrative duties in the department including various clerical tasks, document preparation and mailings, digitization of records, organization of donor files, and list maintenance. The schedule is project-based. Detail oriented individuals with good time management skills are needed. Confidentiality and discretion at the highest level is required, as is knowledge of Microsoft Office suite of software products.

Stewardship & Special Events Volunteer: These volunteers are part of a group of rotating, on-call volunteers. They work as goodwill ambassadors through outreach to donors, helping to recognize donor birthdays, anniversaries, and life occasions. Volunteers will also prepare "surprise and delight" cards to place on donor seats at performances. Volunteers may also assist as greeters at special events, preparing special event gifts, and stuffing and mailing invitations. Hours will vary with the majority of writing and calling responsibilities taking place during the week. Good customer skills are needed and legible handwriting required for some tasks.

Research Volunteer: These volunteers research individual donor prospects and provide background profiles on those donor's interests, educational background and community involvement in support of department gift officers' cultivation and solicitation efforts. The position requires research experience and will be done on a weekly basis during standard working hours.