

REPORTS TO: Development Director

JOB SUMMARY: The Development Associate provides essential administrative and operational support and independently manages assigned fundraising campaigns, donor and sponsor portfolios, grant activities, stewardship programs, and development operations for the Augusta Symphony and Miller Theater. The Associate manages assigned projects and relationships from identification and solicitation through acknowledgment, benefit fulfillment, renewal, and reporting. The position reports to the Development Director and provides administrative and operational support to the Development Director and Executive Director. Work priorities, development assignments, and portfolio responsibilities are coordinated through the Development Director. The ideal candidate is a responsible, detail-oriented, and analytical self-starter with strong writing, project-management, and relationship-building skills who can carry work forward through completion and contribute directly to fundraising results.

JOB DUTIES AND RESPONSIBILITIES:

Fundraising and Donor Portfolio Management

- Manage an assigned portfolio of Annual Fund donors, new and lapsed donors, upgrade prospects, and corporate sponsors for the Augusta Symphony and Miller Theater, with renewal, retention, solicitation, and revenue goals established by the Development Director.
- Serve as the primary development contact for assigned donors and sponsors, conducting qualification, cultivation, solicitation, renewal, and stewardship activities.
- Manage the production and administration of Annual Fund direct-mail and digital campaigns, including the campaign calendar, donor segmentation, lists, draft materials, coordination with Marketing, follow-up, and results reporting.
- Research and qualify individual, corporate, and foundation prospects and prepare proposals, agreements, briefing materials, and follow-up communications.
- Support major-gift, leadership-sponsorship, endowment, and planned-giving work through prospect research, proposal preparation, meeting materials, and follow-up; elevate significant opportunities to the Development Director.

Miller Theater Development and Sponsorship

- Manage the day-to-day Miller Theater sponsorship pipeline and an assigned portfolio of Miller sponsors and prospects.
- Coordinate sponsorship renewals, proposals, agreements, invoicing, recognition, benefit fulfillment, outstanding payments, and required follow-up.
- Maintain a current Miller sponsorship inventory across performances, series, education programs, spaces, hospitality opportunities, and special events.
- Research companies and individuals whose interests align with the Miller's programming, community role, and historic significance, and maintain an active prospect and follow-up schedule.
- Coordinate with Miller Theater and Marketing staff to ensure sponsor recognition and contractual benefits are delivered accurately and on time.
- Track Miller contributed revenue, commitments, benefits, deadlines, and payments; provide regular reports to the Development Director.
- Support the continued development of individual giving, donor stewardship, and cultivation activities for the Miller Theater.

Grants, Stewardship, and Development Events

- Maintain the master grant calendar; research opportunities; manage recurring applications, required attachments, compliance, and grant reports; and prepare first drafts of major or complex applications for review.
- Manage acknowledgments, recognition, benefit delivery, routine donor contact, and the development stewardship calendar for both organizations.
- Project-manage assigned fundraising and stewardship events, including the annual Gala, donor receptions, and sponsor hospitality, coordinating timelines, sponsor benefits, guest lists, materials, logistics, and follow-up.
- Attend Augusta Symphony and Miller Theater concerts, board meetings, donor activities, and community events as assigned to cultivate and steward relationships.

Development Operations, Reporting, and Communications

- Maintain accurate donor, sponsor, prospect, pledge, gift, contact, and relationship records in DonorPerfect and other development systems.
- Enter and acknowledge gifts; reconcile contributions with accounting each month; monitor outstanding pledges and sponsorship payments; and ensure revenue and expenses are properly coded.
- Produce timely dashboards, pipeline reports, campaign results, and real-time fundraising snapshots.
- Draft appeals, proposals, agreements, grant materials, reports, donor correspondence, and other development communications in coordination with the Development Director and Marketing.

Administrative and Operational Support

- Provide administrative and operational support to the Development Director and Executive Director, including scheduling, meeting preparation, document preparation, correspondence, file organization, and other reasonable office support.
- Prepare development-related materials for board and committee meetings, including reports, prospect information, meeting packets, and follow-up items.
- Maintain development calendars, deadlines, records, agreements, and supporting documentation.
- Coordinate meetings and communications involving donors, sponsors, prospects, board members, and community partners.
- Handle confidential donor, sponsor, financial, organizational, and personnel information with appropriate discretion.
- Perform other administrative and development-related duties as assigned, with responsibilities and priorities coordinated through the Development Director.

This is a full-time position. Some evening and weekend hours are required for concerts, board meetings, fundraising events, and donor activities. *To apply, please email a cover letter and resume to positions@augustasympphony.com. No phone calls please.*