



**Campaign and Finance Associate  
Alexandria Symphony Orchestra**

For 80 years, the Alexandria Symphony Orchestra (ASO) has provided top-quality, affordable, and accessible music in the Alexandria, Virginia regional area through its highly respected, innovative, and professional performances and programs. In addition to contributing to the community's cultural life, ASO is dedicated to strengthening music education in our schools, fostering a life-long appreciation of music, and expanding the availability of quality music to underserved audiences. ASO is a fully-professional orchestra and the largest performing arts nonprofit organization in the city of Alexandria. Recently, the Board of Trustees launched the public phase of a \$2 million fundraising campaign, "Making Music Together," having already procured more than \$1.5 million toward that goal.

**POSITION DESCRIPTION**

**The Campaign and Finance Associate:**

- Plays a vital role as a member of the ASO staff team dedicated to the success of the organization's milestone *Making Music Together* fundraising campaign and associated fundraising efforts.
- Provides administrative support for the Campaign, the activities of ASO's Executive Director, and the associated work of members of ASO's Board of Trustees.
- Manages and completes ongoing daily tasks utilizing ASO's donor/patron resources including technology systems based in Blackbaud's Raisers Edge, Financial Edge, and related products and resources.<sup>1</sup>
- Completes assigned duties as part of ASO's financial accounting and reporting including, but not limited to data entry, reconciliations, report preparation and distribution, deposit processing, and filing.
- Assembles, edits, distributes and otherwise coordinates the distribution of reports, materials, and other documents to staff and Board members.
- Manages or coordinates aspects of office administration including office supplies, communications, equipment, and services.
- Performs tasks associated with information technology including backups, coordination of equipment maintenance, vendor relations and communications, scheduling of training, and related items.

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<sup>1</sup> ASO is in the process of transitioning from a data base and technology system based on Salesforce and Quickbooks to Blackbaud's Raisers Edge and Financial Edge. The Associate will work in both systems and participate in the transition process. If required, the Associate will be provided with training in Blackbaud products.

## REPORTING RELATIONSHIPS

- Reports to the Executive Director and the Director of Development and Marketing.
- Has liaison relationships with members of ASO's Board of Trustees and the Director of Operations.

## QUALIFICATIONS

- **Education:** Bachelor's Degree preferred.
- **Work Experience:** Two or more years' experience in the non-profit sector or the service industry with involvement in donor/patron relations, administrative functions, accounting, and financial reporting.
- Passion for the mission of ASO, the role of cultural arts in a community and a desire to make a difference.
- Knowledge and experience with Blackbaud products including Raiser's Edge and Financial Edge or other CRM programs, and/or the willingness to immediately obtain in-depth training in these systems as provided through the ASO.

## DETAILS

- This position is part-time non-exempt.
- Compensation is on an hourly basis with an expectation of 20 hours per week of work with agreed-upon increased commitments required from time-to-time.
- Weekend and evening assignments – including concert attendance and post-concert activities – are a standard for this and other work at the ASO and included in the 20 hours of weekly activity.

**Interested candidates should submit their resume and cover letter via email to [ghanson@alexsym.org](mailto:ghanson@alexsym.org) with the subject line "Campaign and Finance."**

*Alexandria Symphony Orchestra is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*