

Market Title: Administrative Assistant Intermediate
Job Code: 145910
Working Job Title: Development Coordinator
Unit: University Musical Society (UMS)
FLSA Status: Non-Exempt

Description of the Organization:

The mission of UMS is “to inspire individuals and enrich communities by connecting audiences and artists in uncommon and engaging experiences.” UMS is an independent performing arts presenter with a long and deep affiliation with the University of Michigan. Located in the center of the U-M Ann Arbor campus, UMS presents 60-70 performances each season in University and community venues. Since its founding in 1879, UMS has presented top-ranking international artists including symphony orchestras; chamber music; solo recitals; jazz; world music; ballet, modern and culturally-specific dance; opera, theater, and choral groups. UMS also sponsors the UMS Choral Union, a 180-voice chorus that performs regularly with the Detroit Symphony Orchestra and on the UMS Choral Union series. UMS sponsors an extensive education program involving over 150 events each season, commissions and presents new work, and hosts many artists’ residencies. A full-time staff of 30, a 32-member Board of Directors, and approximately 700 volunteers serve in all aspects of the organization. In October 2016, the University of Michigan announced a five-year strategic plan to create a more diverse, equitable, and inclusive environment for the entire campus. As an organization strongly affiliated with U-M, we at UMS embrace and support these efforts, and we seek candidates who share our commitment to positive social change. We believe the performing arts are a valuable asset in furthering action around diversity, equity, and inclusion, both on campus and throughout our regional community. For more on UMS, visit ums.org.

Job Description:

UMS seeks administrative support for the group of professionals in the UMS Development Office. The selected candidate will report to the Director of Development and the Annual Giving Manager.

The ideal candidate will have a passion for the arts; be an expert at sensitively and respectfully developing relationships across diverse communities; possess superb administrative and project management skills; and be an advocate for diversity, equity, and inclusion in the arts.

Salary Range: \$35,000 to \$40,000

Responsibilities

General Responsibilities

- Answers and ensures coverage for the Development Department’s central phone line
- Provides excellent customer service to respond to caller’s requests
- Prepares routine memos and other written materials

Individual Major/Annual Gift Work

- Schedules and support major donor appointments for UMS President and Development staff

- Makes travel arrangements
- Creates donor briefing reports
- Updates DART and Tessitura records
- Creates prospect, invitation and other lists from DART/Tessitura
- Provides assistance with solicitation mailings and special annual giving initiatives

Event Support

- Coordinates corporate sponsor receptions: Secures space, works with caterers, works with corporate sponsor event liaison.
- Assists with donor and fundraising events: Takes and tracks reservations and processes payments
- Prepares invitations, nametags, menus and other printed materials
- Staff events as needed (includes weekends and evenings)
- Reconciles event budget and expense statements
- Provides monthly budget-to-actual information to the department

Benefits Fulfillment

- Manages fulfillment of donor benefits, including signing of photographs, distribution of tickets and parking passes
- Manages sponsor pre-performance announcements, venue signage, and mementos

Support for Committees

- Works with Development officers to prepare materials for the UMS Board, Development Committee, Nominating Committee, National Council, Corporate Council and Ambassadors

UMS Team Membership

- Participates fully as a member of the Development Office team and the UMS team
- Works with staff and volunteers to create a positive environment and outcome

Required Qualifications

- High school education and two to four years of experience
- Outstanding verbal and written communication skills
- Strong computer fluency with MS Office and social media
- Demonstrated customer service skills
- Ability to work both independently and collaborative in a fast-paced environment
- Demonstrated ability to focus on details and organize work effectively
- Experience in events preparation, management, and budget/expense management
- Ability to work evenings and weekends during the UMS season
- Demonstrated ability to exercise independent judgment and employ basic reasoning skills
- Demonstrated ability to collect, compile and analyze moderately complex data and information

Preferred Experience/Qualifications

- College degree preferred
- Experience with the U-M DART system or a donor database system
- Experience with a Customer Relationship Management (CRM) database system (Tessitura)

Experience with design programs, like InDesign
Experience working with volunteers
Demonstrated interest in the arts

How to Apply:

Please submit your cover letter and resume to the University of Michigan/Careers at U-M on the following link: <http://www.umjobs.org>. Please enter Job ID 145910 in the “keyword” box and select “Search”. Applicants are required to complete the registration process per the instructions on the website. The deadline for submission is Thursday, August 31, 2017.