

**HARRIS THEATER FOR MUSIC AND DANCE**  
**Development Assistant**

Department: Development	
Job Title: Development Assistant	
Reports to: Director of Development	
Type of position: Full-time	Hours: Monday - Friday 9:00 AM to 5:00 PM Occasional weekends and evenings

**GENERAL DESCRIPTION**

The Development Assistant is a full-time position, reporting to the Director of Development and collaborating with the entire External Affairs team to provide information, support, and services to advance the fundraising mission of the Harris Theater for Music and Dance.

Primary responsibilities include entering contribution data, maintaining constituent records, generating timely donor acknowledgement letters, and providing concierge ticketing service to donors and other VIPs. Successful candidates will work well both independently and as part of a team, possess excellent time management skills, customer service orientation, and a thorough attention to detail.

**DUTIES AND RESPONSIBILITIES**

**Donation Processing and Acknowledgements:**

- Ensure accurate and timely processing of all gifts, pledges, and pledge payments
- Prepare and send tax receipts and high-level donor acknowledgment letters
- Maintain internal electronic and paper files of gift information and donor correspondence
- Prepare pledge commitment forms and pledge payment reminders according to donor schedules

**Donor Records Management:**

- Maintain constituent records in Tessitura, identifying and recommending procedures and solutions for data accuracy, integrity, and efficient use of database
- Produce and proof all performance program book donor listings
- Track donor sponsorship recognition preferences and ensure consistency across all channels

**Ticketing:**

- Process all donor and VIP ticket orders
- Serve as department liaison to the Box Office team
- Monitor department ticket holds, adding and releasing seats as necessary
- Process ticket donation silent auction requests and acknowledgement letters

**Department Support:**

- Track department expense budget and prepare invoice payment requests
- Provide administrative and scheduling support to development team
- Assist in execution of mailings to donors, including solicitations, proposals, reports, and audit letters
- Provide key support for internal and external meetings, including preparation of materials, schedule confirmation, catering or reservation coordination, and room setup and cleanup
- Provide additional operational support at donor cultivation events, galas, and performances

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#### **EXPERIENCE REQUIREMENTS**

- Minimum 2+ years of experience in arts administration or development is preferred
- High-level organizational skills with attention to detail
- Excellent written and verbal communication capability
- Ability to be self-directed and work independently in a fast-paced work environment
- Capacity to effectively prioritize and manage multiple tasks simultaneously
- Experience with Microsoft Outlook, Word, Excel, and a donor database; experience using Tessitura preferred

*To apply, please forward resume and cover letter to [support@harristheaterchicago.org](mailto:support@harristheaterchicago.org).  
No phone calls or faxes, please. The Harris Theater is an equal opportunity employer.*