

ABOUT KRONOS PERFORMING ARTS ASSOCIATION

The Kronos Performing Arts Association (KPAA) is a San Francisco-based 501(c)3 non-profit performing arts organization that manages all activities of the Kronos Quartet (founded in 1973), a celebrated leader in creative programming across many genres of music, often in collaboration with other musicians and artists. KPAA achieves its mission through a wide variety of programmatic initiatives, including commissioning, performing, presenting, recording, publishing, archiving, teaching, mentoring, and encouraging the next generations of artists and audiences.

DIVERSITY & EQUAL EMPLOYMENT OPPORTUNITY

KPAA strives for diversity, equity, inclusion, and accessibility in its staffing and work culture. We encourage members of our diverse community to apply for available positions, as we aim for our staff to reflect the diversity of our San Francisco Bay Area home.

KPAA is committed to the principle of Equal Employment Opportunity for all employees and job applicants and to providing our employees with a work environment of mutual respect, free of discrimination and harassment. All employment decisions at KPAA are based on business needs, position requirements, and individual qualifications, without regard to race, color, religion or belief, national or ethnic origin, sex, pregnancy, age, disability status, HIV status, sexual orientation, gender identity and/or expression, marital/civil union/domestic partnership status, family medical history or genetic information, family or parental status, political viewpoint or affiliation, military or veteran status, citizenship status when otherwise legally able to work, or any other status protected by applicable law. In compliance with the Americans with Disabilities Act, KPAA will provide reasonable accommodations to qualified individuals with disabilities. Pursuant to the San Francisco Fair Chance Ordinance, KPAA will consider for employment qualified applicants with arrest and conviction records.

POSITION INFORMATION

The Development Associate reports to the Development Director and provides support to KPAA's development team, working on initiatives to maximize contributed revenue. We are looking for a professional with at least one year of work experience, preferably on a development/fundraising team. Experience with a customer relationship management (CRM) database is a plus. A bachelor's degree is preferred but not required. We are also seeking someone with a strong interest in our mission who will share their enthusiasm for our work with our constituents.

The Development Associate provides development and administrative support, including processing and recording gifts, data entry, preparing mailing lists, and more. The Associate will manage annual fund solicitations, generate donor reports, and track prospects and donors. The Associate may also assist in scheduling, arranging travel, purchasing, expense reporting, and other special projects as needed.

The Associate will have substantial contact with artists, board of directors, staff, associates, donors, consultants, and others. The Associate will provide other staff with information they need to make decisions and solve problems. The Associate will maintain advanced skills with systems and resources

utilized by the organization in order to execute tasks and help improve efficiency and effectiveness. The Associate will effectively communicate or distribute information to assist staff in making decisions, solving problems, and improving workflow. The Associate may be asked to take on additional duties to enhance the work of the team.

KEY RESPONSIBILITIES

Donor Cultivation & Stewardship (70%)

- Record individual gifts and enter/update donor information
- Write and send acknowledgment letters for individual gifts
- Organize donor stewardship initiatives and coordinate delivery of donor benefits
- Collaborate with team to conduct fundraising campaigns via direct mail, email, and social media
- Maintain records that demonstrate program impact, such as attendance and demographics
- Assist with preparation of funding proposals, grant applications, reports and other materials
- Solicit in-kind contributions from providers such as local businesses

Event Planning & Implementation (20%)

- Assist with planning and hosting of receptions, house concerts, and other donor gatherings
- Manage event invitations/RSVPs, ticket requests, and guest lists
- Represent the organization at events by engaging with donors and stakeholders

Administrative Responsibilities (10%)

- Assist Executive Director with scheduling, general tasks, and other special projects as needed
- Assist with organization of physical files, archival materials, and equipment as needed

MINIMUM QUALIFICATIONS

- Excellent written and oral communication skills
- Strong organization skills, accuracy, and attention to detail
- Experience building relationships with staff, customers or similar
- Experience, coursework, or other training in principles and practices relevant to fundraising
- Ability to exhibit confidentiality, discretion, ethics, tact, and diplomacy in all interactions
- Commitment to the mission, goals, and objectives of the organization
- Ability to work legally in the U.S.

DESIRED QUALIFICATIONS

- Experience with gift processing or other direct fundraising activities and processes
- Experience with CRM, database, and/or spreadsheet software
- Experience with Google Workspace (Gmail, Calendar, Drive, Docs, Sheets)
- Experience generating reports and managing data
- Ability to review and edit written materials for use with donor communications
- Multilingual skills and multicultural or cross-cultural experience appreciated

SPECIFIC CONDITIONS OF WORK

- General office environment, located in San Francisco
- Opportunity for some remote work, if desired
- Availability to work non-standard hours (including mornings, evenings, and weekends) as needed

- Occasional travel
- Ability to lift 20 lbs. from time to time
- Proof of COVID-19 vaccination required
- Adherence to all federal, local, and site-specific COVID-19 measures when in person

CLASSIFICATION: Full Time, Nonexempt

COMPENSATION: Salary range is \$45K–\$50K, commensurate with experience. Benefits include health and dental insurance, 401(k) plan, FSA Section 125, vacation and paid holidays (per schedule). Starting salaries are set in accordance with our compensation plan, which considers multiple individual and organizational factors, including internal equity. To uphold pay equity in alignment with the compensation plan, starting salaries are not negotiable.

HOW TO APPLY: Please submit a résumé and cover letter by email to jobs@kronosarts.com with the position title in the subject line.

NO CALLS, PLEASE