



**ENCORE SERIES, INC.  
THE PHILLY POPS  
EXTERNAL AFFAIRS ASSOCIATE**

**JOB TITLE:** External Affairs Associate

**REPORTS TO:** Vice President and External Affairs Director

**STATUS:** Full-time

**SKILLS:** Microsoft Office 365 fluency particularly Word, Power Point, SWAY, Sharepoint, and Excel. Detail orientation. Data entry skills. Tessitura or other CRM database facility a plus.

**JOB SUMMARY:**

The External Affairs Associate is responsible for support functions for both the External Affairs Director and the Vice President. The Associate is active in the annual fund effort, sponsorship benefit fulfillment and in supporting the development of grant and foundation fundraising opportunities. The Associate is the primary internal TESSITURA database user and maintains all donor information and reporting as well as providing support in the grant writing/submission process. The Associate will also serve as a member of the event support team for concerts and fundraising events, acting as back-up House Manager for Above the Line activities for the Subscription Series. All responsibilities are expected to be achieved in line with the organization's needs and goals and with the highest standards of professionalism and ethical conduct.

**DUTIES AND RESPONSIBILITIES:**

Administrative

- Maintenance and upkeep of the Vice President's and the Director's appointment calendars and event calendars. Includes department's interface with the President/CEO as regards fundraising.
- Meeting notes and distribution thereof for any VP or Director conferences as assigned.
- Maintenance of the Foundation/Grant Calendar.
- Participate in event planning and execution for the larger organization's general and fundraising activities.

Programs

- Support for the development activities surrounding all concert performances.
- Support for all educational and engagement events and activities.

## Fund Raising

- Generates the Acknowledgment letters, reports and thank you letters and database management for contributors, specifically to the engagement and education platforms and also in general.
- Collaborates in the identification of foundation and government agencies that provide arts and educational funding; supports in the preparation of all solicitation materials including query letters, grant applications, budgets, and supporting materials; coordinates follow up on submissions.
- Supports in the preparation of periodic and final progress reports to foundations and other donors.
- Works with volunteers to plan, budget for, and implement all fund-raising events and benefits.

## Front-of-House

- Serves as back-up to the Director in his responsibilities as Front-of-House Manager for the Kimmel Center Subscription Series performances, including but not limited to the implementation of and all logistics surrounding a Pre-Concert Conversation Series for Subscribers, booking and servicing the contracts of all pre-concert entertainment, and managing lobby volunteers and the donor table.
- Supervises the management of the Intermission Receptions for Donors, servicing the catering contracts and scheduling the room set-up and all logistics.

Such other duties as assigned.

## **REQUIREMENTS:**

Minimum of BA or BS in related field a plus. Prefer three to five years of experience in a related field. Excellent Microsoft Office 365 skills; knowledge of and experience with Tessitura (database) is a plus. Polished facility with communication, written and verbal.

If interested, please submit resume/CV to [kcorbin@phillypops.org](mailto:kcorbin@phillypops.org).