



## **The Organization**

The internationally acclaimed Detroit Symphony Orchestra, the fourth-oldest symphony orchestra in the United States, is known for trailblazing performances, visionary maestros, and collaborations with the world's foremost musical artists. Esteemed conductor Leonard Slatkin, called "America's Music Director" by the *Los Angeles Times*, became the 12th Music Director of the DSO during the 2008-09 season. The DSO offers a year-round performance schedule that includes classical, pops, jazz, young people's concerts and festivals. The DSO makes its home in historic Orchestra Hall, one of America's most acoustically perfect concert halls, and actively pursues a mission to impact and serve the community through music. For more information visit [www.dso.org](http://www.dso.org).

## **Position Summary**

The Data & Research Specialist provides support for the Advancement team with an emphasis on reporting and donor stewardship. This position supports a broad range of tactics to deliver unparalleled service to donors and meet aggressive fundraising goals.

## **Specific Duties and Responsibilities**

- Segment, extract and ensure accuracy of data for all direct mail solicitations and patron benefits
- Ensure all written pledges are documented, entered, and invoiced appropriately
- Provide consistent, timely and accurate financial reporting to provide a clear status of the annual fund
- Provide support for all other reporting requests as needed including those for bridge funding, endowment, special events, solicitations and moves management
- Provide prospect research enabling gift officers, executives and lead volunteers with data that drives knowledge of donor interest and capacity
- Create research profiles for a wide range of institutional purposes including prospect management, solicitation preparation and Board recruitment
- Evaluate prospective donors and their interests, relationships, inclination to give, and philanthropic capacity in an effort to identify target gift purposes and ask amounts

- Lead internal data mining efforts and build a robust prospect pipeline, serving as the Tessitura power user for the Advancement team
- Utilize the Tessitura Plans module to organize and track future prospects in support of the Advancement team
- Regularly attend DSO concerts and events, including the Donor Lounge as part of the overall cultivation strategy
- Provide support for signature events as needed
- Performs other duties as assigned

### **Experience**

- Bachelor's degree required.
- Prefer 1-2 years of research, analysis and acknowledgement experience in a non-profit environment
- Demonstrated analytical, and project management skills
- Knowledge of the nonprofit and philanthropic sectors
- Superior organizational, communication and interpersonal skills
- Must be a self-starter who is a strong and collaborative team member
- Familiarity with Tessitura or Raiser's Edge platforms, a plus

**Reporting Responsibility:** Senior Director of Advancement

### **Supervisory**

- None

### **Personal Attributes and Competencies**

- Dynamic self-starter who can think strategically and provide solutions
- Strong analytic skills, action-oriented, decisive, accurate and timely
- Motivated to network socially and have a call and passion for building relationships with those in decision making positions
- High energy with a positive attitude and the ability to provide superior patron service
- Sensitive to the needs of individuals and able to maneuver within multiple departments
- Ability to work well under pressure; persistence, perseverance, tenacity, integrity and patience
- Strategist that is motivated by deadlines and measurable outcomes