



## **Applebaum Fellowship Advancement Department**

### **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. 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).

### **Responsibilities**

- Thoroughly search and test the Advancement areas of the DSO website to identify and update inconsistencies, outdated language or opportunities to enhance donor/patron centered language
- Support the development and maintenance of patron lists including historical rosters, event attendees, staff bios, community partners and donor prospects
- Assist DSO staff with the execution of our Classical Roots signature event held in March
- Develop a menu of options to help standardize our memorial and honorarium stewardship practices (ex. cards, floral arrangements, catering platters etc.)
- Learn basic Tessitura database functions to assist in patron record maintenance and data hygiene

### **Experience**

- Must demonstrate strong organizational and administrative skills and the ability to prioritize tasks, meet multiple deadlines, and work independently
- Ability to operate in a PC network environment
- Dynamic self-starter with entrepreneurial spirit who can think strategically and with imagination
- Action-oriented, decisive, quick study with proven ability to accurately analyze information and must be able to act independently and take initiative
- An outgoing personality, optimistic attitude and the ability to easily develop relationships
- Sensitive to the needs of individuals and utilizes strong interpersonal skills to pursue the best outcomes in all relationships
- Responds to challenges with tenacity, integrity and patience