

GREATER TWIN CITIES YOUTH SYMPHONIES (GTCYS)

Position: **Development & Communications Associate**
Reports to: Development Manager
Category: Full-time, non-exempt position
Compensation: \$21 – 24/hour depending on experience
Schedule: Flexible schedule, with some evenings & weekend
Start Date: November 2026

POSITION SUMMARY

The Development & Communications Associate is a full-time role that supports the work of an integrated team that manages GTCYS' fundraising, storytelling, and community stewardship. Reporting to the Development Manager, this position is primarily responsible for accurate and timely gift processing, acknowledgements, and reconciliation. The Associate is also responsible for maintaining constituent records in Neon CRM and supporting the production of reports, mailing lists, and digital communications via Mailchimp. The role provides event support, donor stewardship and contributes to alumni engagement efforts.

The Associate also supports the work of GTCYS' storytelling initiatives, coordinates student involvement in social media and donor stewardship, assists with advertising and website updates, and produces concert programs. Successful candidates will bring exceptional attention to detail, comfort working with data, social media fluency, and the flexibility to work some evenings and weekends. This is a hybrid role with some regular required in-office work at GTCYS' St. Paul office.

RESPONSIBILITIES

Gift processing and acknowledgements (20%)

- Process charitable gifts and pledges, including gift entry in database, appeal coding, tracking matching gift requests, and preparing backup gift documentation.
- Prepare, track, and send timely gift acknowledgements and receipts.
- Perform regular gift reconciliation to ensure accurate records.

Data management and reporting (25%)

- Manage all donor information and maintain accurate donor and alumni records in Neon CRM.
- Make regular updates and perform maintenance in Neon CRM, including maintaining records of event attendees and donor activities and notes.
- Help create accurate reports for donor recognition lists, stewardship, and other purposes.
- Help create mailing lists for appeals, communications, and event invitations and digital communication via MailChimp.
- Perform maintenance and updates in MailChimp.

Communications (30%)

In coordination with the Communications Manager:

- Support storytelling initiatives by gathering quotes and testimonials, photos, and videos.

- Coordinate student involvement for departmental needs including social media posts and donor stewardship (i.e. thank you notes).
- Work directly with students to create social media content.
- Coordinate print and digital advertisements (paid and trade).
- Perform regular website updates including creating and maintaining surveys and forms.
- Create community concert programs.

Events and stewardship (20%)

- Provide on-site support at key program events/concerts and serve as an ambassador for GTCYS.
- Provide coordination support for stewardship activities and annual fundraising events and activities; including invitations, venue and vendor management, online auction, and day-of set-up.
- Assist Development Manager with alumni engagement by collecting and sharing alumni stories and developing ways to maintain alumni contact information and engagement.
- Oversee volunteers for development/communication activities and special events.

Administrative & Other support (5%)

- Process mail in GTCYS' office.
- Understand and ensure adherence to GTCYS' policies and procedures.
- Coordinate merchandise purchases.
- Monitor, maintain, and order departmental equipment, materials and supplies.

EXPERIENCE, SKILLS & ATTRIBUTES

- A least one year working in a professional environment.
- Confidence using PC-based Microsoft 365, especially Microsoft Excel and mail merge capabilities.
- Experience with database entry software and email marketing platforms (GTCYS uses Neon CRM and MailChimp).
- Exceptional attention to detail and accuracy.
- Ability to maintain confidentiality of donor and other contact information.
- Ability to communicate effectively with administrative staff, students, stakeholders, and broader community through verbal and written communications.
- Self-motivated and ability to set priorities and meet deadlines.
- Strong analytical skills and aptitude for working with data.
- Demonstrated comfort with DSLR cameras and editing short-form content.
- Flexibility to attend evening and weekend events as necessary.
- Passion for GTCYS mission.

COMPENSATION & BENEFITS

Compensation is \$21 - \$24/hour depending on experience. Benefits include health insurance (70% paid by GTCYS), 3% match to 401(k) plan, long term disability insurance, access to dental insurance, generous paid time off, paid holidays, weeklong closure during the winter holidays, and summer Friday half-days.

TO APPLY

Combine the following documents into a single pdf and email it to Jacob West at jacob@gtcys.org. Applications are accepted on a rolling basis, with primary consideration given to those received before October 25, 2026. **Incomplete applications will not be considered.**

- 1-page cover letter describing how your professional experience and skills align with this role
- Resume
- Three professional references

The selection process may include screening calls, Zoom and in-person interviews, and reference checks. It is preferred that the selected candidate starts in November 2026.

ABOUT GTCYS

Now in its 55th season, the Greater Twin Cities Youth Symphonies (GTCYS, pronounced git-seez) is the largest youth orchestra program in the United States, with 11 orchestras, community initiatives, and camps. Under the leadership of artistic director Mark Russell Smith and a team of highly talented conductors, more than 1,300 students ages 7-18 of all skill levels from across the Minneapolis-St. Paul region in Minnesota participate in our programs. Weekly rehearsals, 30+ concerts, and enrichment activities help students develop life skills like teamwork and confidence through the pursuit of excellence. We believe every young person should have access to high-quality music instruction, regardless of their background. To meet the growing community need, GTCYS continually expands its programs and offers more than \$300,000 in need-based scholarships so no student is turned away. GTCYS gives students a place to belong, helps them build skills for any career path, and inspires a lifelong love of music. Learn more at gtcys.org.