



CALIFORNIA YOUTH SYMPHONY

Position Title: Development Associate/Manager DOE

Position Type: Non-Exempt

Reports to: Executive Director

Salary: \$30-36/hour DOE

Hours: Part-time, 16 hours per week, hybrid (onsite and remote)

Location: Palo Alto

POSITION SUMMARY

The California Youth Symphony (CYS) seeks an experienced and motivated development professional to begin in Fall 2025. Reporting to the Executive Director, the Development Associate/Manager is responsible for fostering relationships with our alumni and the surrounding community with the goal to increase engagement and in turn, charitable giving to support CYS's mission and programs.

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage an alumni & donor database in Salesforce
- Using multiple sources, identify alumni and other community members
- Develop relationships with stakeholders
- Write funding proposals
- Generate content for CYS digital archive to be used in digital outreach/marketing
- Create and manage engagement forums

QUALIFICATIONS:

- 5-10 years of Development experience, including in grant writing
- Proven track record of developing and stewarding donors as well as securing funds
- Excellent project management and organizational skills
- Ability to take initiatives and be a problem solver
- Strong verbal and written communication skills
- Experience with Google Workplace, donor management software, and website platform
- Skilled at handling sensitive and confidential information

WORK ENVIRONMENT:

- Ability to work some weekend events
- Ability to lift and carry up to 20 pounds occasionally
- Periodically ascend/descend stairs

ABOUT CALIFORNIA YOUTH SYMPHONY

Founded in 1952, CYS has grown from a single orchestra to seven ensembles, currently serving over 400 young musicians representing nearly 100 Bay Area schools. Our international tours for young people have earned rave reviews from critics and audiences alike. We offer educational outreach events to the community at no cost. For more information, visit www.cys.org.

To Apply: Please send a cover letter and resume to kiri@cys.org by August 31, 2025.