

## Institutional and Major Gifts Assistant (Seasonal)

Spoletto Festival USA is one of America's leading performing arts festivals. Each spring, for 17 days and nights, the Festival fills Charleston's historic theaters, churches, and outdoor spaces with more than 150 performances in opera, theater, dance, and chamber, symphonic, choral, and jazz music. The 2026 Season will run from May 22 through June 7.

### Job Description

Spoletto Festival USA seeks a seasonal **Institutional and Major Gifts Assistant** to support the growing needs of the Development / Advancement team. This role will support day-to-day business operations and administration of the major gifts and institutional giving function, and will help maintain planning documents, proposals, funding reports, and research profiles in addition to keeping donor files and records up to date.

**Position Type:** Seasonal, exempt, and limited benefit eligible

**Hours:** 40+ hours per week, including nights, holidays, weekends, and extended hours as required, with on-call responsibilities during the Festival. The schedule will vary based on festival needs and will be determined with your supervisor.

**Start Date:** March 2026

**End Date:** August 2026

**Location:** Charleston, SC (on-site)

**Department:** Development / Advancement

**Reports to:** Associate Director of Major Gifts and Associate Director of Institutional Giving

### Responsibilities

#### Administrative Support

- Provide day-to-day administrative support to the Associate Directors of Major Gifts and Institutional Giving.
- Maintain organized digital and physical filing systems for donor records, proposals, and stewardship materials.
- Assist with drafting, proofreading, and mailing donor correspondence and sponsorship materials.
- Support data entry, reporting, and record maintenance in Tessitura (CRM platform), ensuring donor and prospect information is accurate and current.
- Coordinate preparation of proposals, reports, presentations, and related materials.
- Manage project timeline and deadlines for proposals, reports, and other deliverables.
- Track and compile recognition materials for donors and sponsors, ensuring accuracy across printed and digital publications.

#### Donor and Sponsor Stewardship

- Assist with fulfillment of donor and sponsor benefits, including ticketing requests, special invitations, hospitality coordination, and recognition.
- Support cultivation and stewardship events, including logistics, RSVPs, guest lists, and event-day execution.
- Serve as a liaison between Development and other Festival departments to ensure accurate sponsor and donor recognition across signage, programs, and digital listings.
- Support preparation of stewardship reports and post-Festival recap materials

### Festival Period Responsibilities

- Provide direct support to donor and sponsor programs during the Festival, including staffing donor lounges, greeting guests at venues, distributing VIP welcome bags, and assisting with concierge services.
- Monitor and maintain donor and sponsor recognition signage at all venues, ensuring consistent branding and accurate placement.
- Serve as an on-site contact for donor hospitality and recognition needs, communicating in real time with Development, Marketing, and Production teams.
- Assist in executing special events for donors and sponsors, including receptions, dinners, and backstage experiences.
- Provide flexible, on-call support to address donor, sponsor, or signage issues that arise during the Festival.

### Database, Reporting & Research

- Enter and track pledges, sponsorship commitments, benefits, and plan updates in Tessitura.
- Support prospect research using iWave and other research tools.
- Generate and distribute reports, mailing lists, and event summaries as requested.

### Cross-Department Collaboration

- Coordinate with the Marketing, Box Office, and Special Events teams to ensure seamless delivery of donor and sponsor benefits.
- Support the Chief Advancement Officer during major campaigns, initiatives, and/or events.

### **Required Qualifications**

- 1-2 years of experience working in nonprofit administration, fundraising support, hospitality, or related field.
- Strong interpersonal and communication skills, with the ability to synthesize complex information across departments, while remaining composed and professional in high-pressure situations.
- A strong commitment to service excellence, always approaching challenges with a positive and professional attitude.
- Strong organizational skills with a keen eye for detail and the ability to manage multiple tasks effectively.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Teams) and other relevant software.

### **Preferred Qualifications**

- Familiarity with Spoleto Festival USA and the Charleston market.
- Familiarity with Tessitura or other CRM systems.
- Previous experience in a performing arts or festival environment.

### **Additional Requirements**

- Physical requirements include significant focus and visual concentration on screens, frequent communication in various forms, and the need for stooping, kneeling, bending, standing, squatting/crouching, pushing/pulling, ascending/descending (platforms and stairs), reaching above the shoulders, lifting of up to 25 lbs., moving/pulling/pushing up to 50 lbs. with assistance if necessary, working at a desk for long periods, and using computer equipment. Adaptations to accommodate individual needs are available in accordance with the ADA.
- Ability to work in a constant state of alertness and in a safe manner.
- Must possess (or be able to immediately obtain upon hire) and maintain a valid driver's license. Must be able to drive a Festival-provided vehicle and have access to reliable personal transportation.
- Must be able to pass and maintain a clear background check.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.
- Flexibility with work schedule, including work nights, holidays, weekends, and extended hours as required; on-call during Festival period. Ability to work long days, nights, and weekends with a positive attitude.
- This position is based in Charleston, SC, and requires on-site presence. Remote or hybrid work may be possible with prior approval from the supervisor.

**Compensation:** The salary is \$800 - \$1,000 per week, commensurate with the selected candidate's experience and qualifications.

**Limited Benefits Eligibility:** This role is not eligible for paid time off or standard health, life, vision, and dental insurance. However, they may qualify for the 401(k) Retirement Plan with Employer Match if eligibility criteria are met and can take advantage of planned office holidays and closures.

**Perks:** Complimentary access for seasonal staff + a guest to select performances and events.

**To apply:** Please send a resume and cover letter to [careers@spoletousa.org](mailto:careers@spoletousa.org) with the subject line "Institutional and Major Gifts Assistant". No phone calls, please.

*Spoletto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoleto Festival USA does not discriminate in employment on the basis of an individual's race, color, sex, gender identity, gender expression, genetic information, hairstyles or hair texture, national origin, religion, age, sexual orientation, individuals with disabilities, pregnancy, parental status, marital status, military status, or any other status protected by federal, state or local law. Our greatest strength comes from our ability to come together as unique individuals — come as you are and bring the best version of yourself.*

*Uncertain if you fulfill every requirement in our job description? Don't let that deter you! If you think you have the potential to shine in this role, we wholeheartedly invite you to apply. At Spoleto Festival USA, we enthusiastically evaluate a wide spectrum of candidates, valuing their diverse workplace backgrounds and experiences. Whether you're entering the world of arts and culture administration, reentering the workforce after a break, contemplating a career shift, or pursuing advancement on your career journey, we're eager to consider you for exciting opportunities within our organization. Your application will be met with appreciation and thorough consideration.*