



## **Patron Services Associate**

### ***Full-Time Position***

The Grand Teton Music Festival is one of the Valley's most established non-profits. In the last the four years, the Festival has seen substantial growth in both its audience and donor base and as a result is seeking a Patron Services Associate to join its dynamic development team. The multi-faceted position is responsible for meeting our patrons' needs through donor database management, year-round box office operations, and external communications.

### **Requirements**

- Possess excellent written and verbal communication skills;
- Must possess the ability to work with a wide variety of people and personalities;
- Must be deadline driven with the ability to multitask and prioritize effectively;
- Must possess problem-solving skills;
- Knowledge and proficiency with Microsoft Office programs and Raiser's Edge;
- Candidates should have an innate talent for organization and attention to detail;
- Event planning and executive experience is preferred;
- Must possess excellent customer service skills;
- Candidates should be team oriented, yet have the ability to work independently;
- Must possess a professional and poised attitude;
- Night and weekend hours are required.

### **Application**

Qualified candidates should submit a cover letter and resume to [anna@gtmf.org](mailto:anna@gtmf.org). No calls please. GTMF offers competitive salary and benefits commensurate with experience.