



JOB DESCRIPTION

Position: Development Coordinator

Reports to: Senior Director of Development

Status: Full-time, Exempt

The Virginia Symphony Orchestra Development team is searching for the ideal candidate to provide support for VSO programs and projects through the execution of special events, annual fund solicitations and data systems management. The ideal candidate will be self-motivated, well organized, personable, is comfortable working with and analyzing data, as well as possess excellent oral and written communication skills.

Direct Mail/Telefunding/Annual Fund

In collaboration with the Senior Director of Development, the Coordinator will:

- Maintain a small portfolio of donors including individuals, corporations, and foundations to seek support for the VSO annual fund.
- Create and implement the strategy and plans for direct mail campaigns, execute the campaigns and monitor results.
- Provide support for the tele-funding campaign including list generation, analysis of results and creation of scripts.
- Coordinate and manage departmental fundraising initiatives, special campaigns, third party events, and others as assigned.
- Assist with renewal, negotiation and identification of trade opportunities.

Events and Stewardship:

- Provide excellent and timely customer service to external customers who request information including recent and past donations and other donor records.
- Execute engagement activities for donor societies, including the Treble Dinner, Chamber Music party, open rehearsals, and other donor cultivation & stewardship events.
- Coordinate special fundraising events that raise additional dollars for the VSO.
- Responsible for fulfilling sponsor and donor benefits.
- Attend VSO concerts and events on a rotating schedule.

Database Operations and Analysis:

- Coordinate the operations of the Tessitura database; perform data hygiene and maintenance (demographic and status changes).
- Review and record all donor gifts and pledges, employer matching contributions and credit-card billing. This software acts as the Pledge Receivable and donation subsidiary ledger for the Accounting records.
- Work with the CFO to ensure the subsidiary ledger reconciles with the accounting records on a monthly basis and resolves any issues that may occur.
- Acknowledge and receipt all gifts and pledges made to the institution and provide other donor communications as required.
- Ensure commitments to the organization are fulfilled by sending timely pledge reminders, making follow up phone calls, and adjustments as needed.
- Fulfill data, analysis, and reporting requests, as well as regular progress reports and extractions of data from the database for analytical purposes including direct mail, telemarketing, and analysis needs.

Professional Requirements

- Minimum 2 years Development or related experience.
- Compelling and excellent writing and good oral communication skills
- Proficiency in Microsoft Office
- Proficiency in or ability to learn and use Tessitura and OPAS software
- Ability to gather, analyze and summarize information including numerical and financial data
- Outstanding organizational skills and attention to detail
- Ability to work as part of a team and independently
- Strong people skills
- Commitment to maintaining confidentiality
- Interest in music education and/or a musical background preferred

Education Requirements

- Bachelor's Degree in Communications or related field.